# **PROJECT CHANGE REQUEST FORM**

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| **Project Name:** | Inventory system for Theather Program |
| **Prepared by:** | Bill Feng |
| **Date (MM/DD/YYYY):** | 03/12/2019 |
| **Control No. (from CR Log):** | 190312a |

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| **1. Requestor Information** | | | | | | | | |
| *Fill in with appropriate information or place an “X” next to those that apply:* | | | | | | | | |
| **Area of Change:** | | | | | | | | |
| **Scope** | **[ X ]** | | | **Schedule** | | **[ ]** | |  |
| **Budget** | **[ ]** | | | **Quality** | | **[ ]** | |  |
| **Is this Change the result of a Risk Management Action?** | | | | | | | | |
| **No** | **[ ]** | **Yes** | | **[ X ]** | **Risk ID:** | | [Risk Management - Updated 03/26/2019](https://docs.google.com/presentation/d/1CUaBge_3hbpRABoPPTHqUuKQjpAqNlEDdInvVFw1ojw/edit#slide=id.p1)  3 - Technology did not fit for task/project  30 - Learning curves of tech/processes lead to delays | |
| ***Proposed Change Description and References:*** | | | | | | | *Provide information below concerning the requested change. Create links to any supporting documentation.* | |
| **Description:** | Discontinue build-in-house inventory solution. Change to in-house SASS inventory solution, AssetTiger. | | | | | | | |
| **Justification:** | 1. Choosing technology that required heavy technical skill and development time will be out of the scope of this project management class.  2. Building-in-house inventory solution will have a huge risk in satisfying project requirement. | | | | | | | |
| **Hyperlinks:** | [Risk Management - Updated 03/26/19](https://docs.google.com/presentation/d/1CUaBge_3hbpRABoPPTHqUuKQjpAqNlEDdInvVFw1ojw/edit) | | | | | | | |
| **Impact of Not Implementing Proposed Change:** | | | The development learning curve will lead to project delay.  Required technology features run the risks of not fully implemented. | | | | | |
| **Alternatives:** | Continue to implement with the current researched technology | | | | | | | |

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| **2. Initial Review Results of the Change Request** | | | | |
| **Initial Review Date:** (MM/DD/YYYY) | 03/12/2019 | | **Assigned to:** | Nick Batista |
| *Action* | | | *Comments* | |
| **Approve for Impact Analysis** | | **[ ]** |  | |
| **Reject** | | **[ ]** |  | |
| **Defer Until** (MM/DD/YYYY) | | **[ ]** |  | |
| **Express Approval** | | **[X]** | Agree for an immediate change of technology solution | |

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| **3. Initial Impact Analysis** | | | | | |
| **Baselines Affected:** | No | | | | |
| **Configuration Items Affected (e.g. product specifications):** | Yes | | | | |
| **Cost / Schedule Impact Analysis Required?** *(check one)* | | | **Yes** **[ ]** | **No** **[ X ]** | |
| **Rework Required? Describe:** | Schedule tasks need to be updated. | | | | |
| **Impact on Cost:** | Sponsor incurred $25/month for AssetTiger solution usage. | | | | |
| **Impact on Schedule:** | Will remain the same with no scope creep. | | | | |
| **Impact on Quality:** | Quality will increase because it is a third-party pre-build widely support solution. | | | | |
| **Impact on Resources:** | Resource time will remind fixed. | | | | |
| **Risk associated with implementing the change:** | Lack of resources/support to continue the subscription for the sponsor.  Hidden risks that will only be discovered after long use of the application. | | | | |
| **Risk associated with not implementing the change:** | The development learning curve will lead to project delay.  Required technology features run the risks of not fully implemented | | | | |
| **Impact on Business Value:** | Increase the effectiveness and efficiency of the inventory system to 100%.  Reduce the time required for the manager to manage reservations and locate items by 100%.  Eliminate financial losses due to purchases of redundant inventory items by 100%. | | | | |
| **Impact on dependent projects:** | N/A | | | | |
| **Final Review Results:** | Approved | | | | |
| **Review Date** *(MM/DD/YYYY)* **:** |  | | | | |
| **Priority:** *(check one)* | **High** **[ X ]** | **Medium** **[ ]** | | | **Low** **[ ]** |

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| **4. Impact Analysis Results** | | | | |
| **Specific Requirements Definition:** | Change in resource spending | | | |
| **Additional Resource Requirements** (insert rows as needed)**:** | | | ***Work Days*** | ***Cost*** |
| N/A | | |  | $ |
|  | | |  | $ |
| ***Totals*** | | |  | **$** |
| **Impact of Not Implementing the Change:** | | The development learning curve will lead to project delay. Required technology features run the risks of not fully implemented | | |
| **Alternatives to the Proposed Change:** | | Continue to implement with the current researched technology | | |

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| **5. Final Recommendation** |
| Recommend to implement AssetTiger as inventory solution immediately. No further research for other inventory solution is recommended. |

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| **6. Project Change Request Form / Signatures** | | | | |
| **Project Name:** | Inventory system for Theather Program | | | |
| **Project Manager:** | Nick Batista | | | |
| *I have reviewed the information contained in this* Project Change Request Form *and agree:* | | | | |
| **Name** | | **Title** | **Signature** | **Date** **(MM/DD/YYYY)** |
| Nick Batista | | Project Manager |  | 03/12/2019 |
| Wen Jin | | Analyst |  | 03/12/2019 |
| Jaspreet Summan | | Researcher |  | 03/12/2019 |
| Bill Feng | | Developer |  | 03/12/2019 |
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*The signatures above indicate an understanding of the purpose and content of this document by those signing it. By signing this document, they agree to this as the formal* Project Change Request Form*.*