<p align="center">**Change Request Document**</p>

Project Name: De-Light Initiative

Date Request Submitted: 03/02/2022

Title of Change Request: Add Milestones to the Schedule

Change Order Number: 0001

Submitted by: Prof. Herszon

Change Category: Schedule

Description of change requested:

The scheduler needs to have few set milestones within it to measure the progress of the project. A milestone report needs to be created.

Events that made this change necessary or desirable:

Prof. Herszon submitted an additional requirement within the project.

Justification for the change/why it is needed/desired to continue/complete the project:

Milestones are needed to measure the progress of the project. The milestones are part of the project phase hence, schedule needs to be modified to include the milestones and a separate milestone report should be created to describe the set milestones.

Impact of the proposed change on:

Scope: None **Schedule:** 2 additional hours for 2 team members **Cost:** $40

Staffing: One volunteer would add the milestones within the scheduler to measure progress.

Risk: Low This change will require adding few changes in the schedule.

Other: None

Suggested implementation if the change request is approved: Team needs to add milestone within the schedule of the project to measure progress.

Required approvals: Prof. Herszon & Harshal Utekar.

Name / Title	Date	Approve / Reject
Harshal Utekar / Project Manager	04/15/2022	Approve
Prof. Herszon / Client	03/02/2022	Approve

<p align="center">**Change Request Document**</p>

Project Name: De-Light Initiative

Date Request Submitted: 02/16/2022

Title of Change Request: Remove sub-levels of Laws from the WBS

Change Order Number: 0002

Submitted by: Project Manager

Change Category: WBS

Description of change requested:

The sub-levels: in-process laws and existing laws need to be removed and put up as activities. Modify the WBS to have the work package as Laws.

Events that made this change necessary or desirable:

Discussion with Prof. Herszon led to the decision of having Laws as work package, to cut too many details from the WBS.

Justification for the change/why it is needed/desired to continue/complete the project:

Too many details within the WBS made the WBS more complicated.

Impact of the proposed change on:

Scope: None **Schedule:** 1 reduced hour per person **Cost:** $20

Staffing: A team volunteer will modify the WBS with the requested change.

Risk: Low This change will require removing additional work packages within the Laws sub-level.

Other: None

Suggested implementation if the change request is approved: Team needs to remove the 'in-process' and 'existing' laws work packages and make 'Laws' as the work package.

Required approvals: Prof. Herszon & Harshal Utekar.

Name / Title	Date	Approve / Reject
Harshal Utekar / Project Manager	02/17/2022	Approve
Prof. Herszon / Client	02/16/2022	Approve

<p align="center">**Change Request Document**</p>

Project Name: De-Light Initiative

Date Request Submitted: 04/16/2022

Title of Change Request: Modify the Requirement matrix with Code names.

Change Order Number: 0003

Submitted by: Project Manager

Change Category: Requirement Matrix

Description of change requested:

The requirements matrix should only have the code names for each requirement rather than the whole requirement.

Events that made this change necessary or desirable:

Reviewing the requirement document led to realization of the code name inclusion in matrix in place of the full description of requirement.

Justification for the change/why it is needed/desired to continue/complete the project:

Requirement matrix looks too shabby with the whole requirements listed within it. Code names keeps the requirement matrix clean and easy to understand the matrix.

Impact of the proposed change on:

Scope: None **Schedule:** 3 additional hours for the project **Cost:** $40

Staffing: Two team volunteers will work on the specified modifications to include code names in the requirement matrix.

Risk: Low. This change will modify the requirement matrix and make it easy to read and understand.

Other: None

Suggested implementation if the change request is approved: Team needs to remove the full descriptions of the requirements from the requirement matrix and input code names of the requirements in the matrix.

Required approvals: Harshal Utekar.

Name / Title	Date	Approve / Reject
Harshal Utekar / Project Manager	04/16/2022	Approve

<p style="text-align: center;">**Change Request Document**</p>

Project Name: De-Light Initiative

Date Request Submitted: 04/1/2022

Title of Change Request: Modify the Risk matrix probability and impact for identified issues.

Change Order Number: 0004

Submitted by: Project Manager

Change Category: Risk Matrix

Description of change requested:

The risk matrix needs to be modified for the probability and impact factor for the identified risks that occurred as an issue.

Events that made this change necessary or desirable:

When documenting issues faced during the project phase, issues that were previously identified as potential risks came into light. Thus, increasing their probability and impact to have a genuine understanding of impact and probability of that risk.

Justification for the change/why it is needed/desired to continue/complete the project:

When a potential risk has occurred as an issue, it is necessary to modify the probability of the risk happening to a maximum as the issue has occurred.

Impact of the proposed change on:

Scope: Schedule: 1 additional hours for the project **Cost:** $10

Staffing: One team volunteer will work on the specified modifications to update the probability and impact in the risk matrix

Risk: Low. This change will attribute towards a true risk matrix based on the occurrence of issues.

Other: None

Suggested implementation if the change request is approved: Team needs to update the probability and impact for the risks that occurred as an issue within the Risk matrix.

Required approvals: Harshal Utekar.

Name / Title	Date	Approve / Reject
Harshal Utekar / Project Manager	04/01/2022	Approve