Project Change Management Document

Project Name: Implementation secure access and purchase log

Project ID: IX-RD-PS-Autohall-01

Purpose of the document

The purpose of this document is to establish the procedure for the management of changes that may arise during the life cycle of the project, ensuring that all changes are identified, evaluated, approved or rejected and formally documented

Change Management Flow

- **Receipt of the change** – Formal request by a stakeholder (stakeholder).

- **Change Log** – Entry of the change into the official register.

- **Impact Assessment** – Analysis of how it affects scope, time, cost and quality.

- **Decision** – Approval or rejection by the change control committee or sponsor.

- **Implementation** – Updating plans, communication and integration.

- **Follow-up and closure** – Verification and final documentation.

Change Request Form

Field	Value
Change ID	CHG-001
Date of application	xx/202x
Requester	Manuel Segura (TI)
Description of the change	Request to include customization of environment according to user profile
Justification	Necessary to meet customer's requirement
Estimated impact	+1 month / +$x,000 / Change involves coding
Technical Evaluation	Feasible with schedule adjustments
Decision	Approved
Implementation Manager	Technical Team

Requested Change Log

ID	Date	Applicant	Short Description	Impact	State	Responsible
CHG-001	08/2024	Manuel	Customization of the environment	Time, Cost	Approved	Technical team

Change Requests

In the course of the development of the Project, the client may submit the changes it deems necessary. Such change orders must be provided in writing to Intcomex by the client and through the Project Manager. Intcomex will evaluate the requirements and the impact of such order on the time, cost and scope variables of the project.

In the event that the implementation of these implies any alteration in the schedule, the deliverables or the budgeted number of hours, Intcomex will meet with the client to discuss such alteration and must subsequently deliver to the client a quote of the value that such change request will entail, so that it can be evaluated and agreed upon by the client. Once Intcomex receives the change request with the signed offer, it will proceed to execute the new activities