**Project Change Management Document**

**Project Name:** Implementation document processing tool

**Project Code:** IX-RD-PS-Smartsoft-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 | 04/2025 |
| Requester | Jose Reynoso (TI) |
| Description of the change | Request to Change Database Engine |
| Justification | Required to comply with internal regulations |
| Estimated impact | +10 days / +$x,000 / Does not affect original scope |
| Technical Evaluation | Feasible with schedule adjustments |
| Decision | Approved |
| Implementation Manager | Technical Team |

**Requested Change Log**

| **ID** | **Date** | **Requester** | **Short Description** | **Impact** | **Status** | **Responsible** |
| --- | --- | --- | --- | --- | --- | --- |
| CHG-001 | 04/2025 | Jose Reynoso | DBMS Change | 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