Change Management Plan

Introduction

This Change Management Plan was created for the CARKILA to design the method of handling changes, determine changes, and the overall process of managing changes. Stakeholders are required to submit or ask for changes to the CARKILA in accordance with this Change Management Plan and all solicitations and entries will follow the process stated in this document.

Change Management Approach

The approach for this project will guarantee that all requested changes are well-defined, studied and approved so changes can be applied and communicated to stakeholders. This approach is to guarantee that only revisions under the scope of the project are approved and implemented.

The Change Management Approach consists of these purposes:

- To validate that changes are under project scope and is helpful to the project
- To know how the revision will be performed
- To manage the revision as it is implemented

The Change Management process has been designed to make sure this approach is followed for all changes. By using this approach methodology, the team will prevent unnecessary revisions from occurring and focus its resources only on beneficial changes within the project scope.

Definitions of Change

The project manager must ensure that any approved changes are communicated to the project stakeholders. Additionally, as changes are approved, the project manager must ensure that the changes are captured in the project documentation where necessary. These document updates must then be communicated to the project team and stakeholders as well.

Types of Changes

Several types of changes may be proposed for the CARKILA project. All stakeholders should be informed regarding the changes to be made to the documentation of the project. Types of changes include:

Scheduling Changes

Change that will affect the approved project schedule.

Budget Changes

Practically for each situation, change implies more prominent cost. It's uncommon to have change lessen cost. Change management includes sponsors of the project - those paying for it - comprehend the effect of changes on the financial plan. Where changes can be controlled, for example, budget impacts, are part of the change

analysis and may result in a decision to forego or defer the changes. The project team, led by the project manager, should also be prepared to brainstorm on ways to hold to the budget despite the impact of changes.

Scope Changes

Changes which are necessary and impact the project's scope which may be the result of unforeseen requirements which were not initially planned for. These changes may also impact budget and schedule. These changes may require revision to WBS, project scope statement, and other project documentation as necessary.

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Change Control Board

The Change Control Board (CCB) is the people involved in the project, be it project sponsor or project developer who has the authority to approve proposed revision requests relating to CARKILA. The role of the CCB is to review change proposals, know the impact of change proposal on the project risk, scope, cost, and schedule, and to decide whether to implement or deny change requests. The chart below provides a list of the CCB members of the project:

Name	Position	CCB Role
Boydon, Ernesto	Project Adviser	CCB Co-Chair
Salamat, Martha Angela	Project Manager	CCB Manager
Omac, Justin Jullian	Project Member	CCB Member
Pasaoa, John Ryan	Project Member	CCB Member
Olores, Brian	Project Member	CCB Member

Project stakeholders will send change requests to the project manager to log the requests. The CCB will arrange a meeting to discuss about the change and decide whether to implement or decline the change requests. All CCB members should vote to approve the change request for the request to be implemented. On the event that a change request is denied, the change request will be delivered back to the requestor for more clarification.

Roles and Responsibilities

The following are the roles and responsibilities for all change management efforts related to the project:

Project Adviser:

- Engage with the team to provide guidance during the project scoping process
- Work with the project team to ensure that the project progresses as per defined timeline
- Ensure the project team adheres to the project scope and adjust the scope if necessary as the project progresses
- Ensure students receive advice and assistance consistently throughout the duration of the project

Project Manager:

- Designing and applying appropriate project management standards
- Managing the production of the required deliverables
- Planning and monitoring the project
- Manage project risks
- Monitoring overall progress of the project
- Manage deliverables
- Form schedule on the changes
- Receives and documents change requests from project stakeholders
- Clarifies unclear change requests from the requester
- Participate in Change Control Board
- Documents all processes
- Approves job orders and change orders

Project Team/Stakeholders:

- Contributes and participates to overall project objectives.
- Completing individual tasks and deliverables.
- Providing expertise.
- Working with users to establish and see business needs.

Change Control Process

The Change Control Process for the project will follow the organizational standard change process for all projects. The project manager has overall responsibility for executing the change management process for each change request.

1.) Fill up change request form and submit.
2.) Change Control Board (CCB) reviews submitted changes or execution of changes to the project.
3.) Submitted change request will be scheduled for a Technical Approval. In order to review the request by suitable people to regulate the technical impact the change might do in the user environment.
4.) Seek Technical Approval.
5.) Implement Change.