**PROJECT CHANGE REQUEST FORM**

This Project Change Request Form must be completed to request approval for a significant change to the approved Project Plan.

**1. PROJECT DETAILS**

|  |  |
| --- | --- |
| **Name of Project** |  |
| **UoW Room Booking System** |  |
|  |

**2.** **REQUEST DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Request** | **Request No.** | **Name of Requestor** | **Project Position** |
| 30th April 2020 | 001 | Terence Chew | CIO |

**3.** **CHANGE DETAILS**

|  |  |  |
| --- | --- | --- |
| **Project Category** | **Proposed Change** | **Reason for Variance** |
| ***Scope*** | System administration function | CIO wants to have segregation of duties |
| ***Time*** |  |  |
| ***Cost*** |  |  |
| ***Quality*** |  |  |
| ***Risk Management*** |  |  |
| ***Communications*** |  |  |
| ***Other* (add cat. name)** |  |  |

**4.** **CHANGE JUSTIFICATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Priority** | ***Immediate*** | ***Essential*** | ***Urgent*** | ***High*** | ***Medium*** | ***Low*** |
|  |  |  | X |  |  |
| **Intended outcome(s)** | Segregation of duties | | | | | |
| **Expected benefit(s)** | 1) Higher clarity on roles.  2) Higher security control.  3) Duties are being worked on more efficiently. | | | | | |

**5.** **IMPACT OF CHANGE**

|  |
| --- |
| 1) New allocation of manpower and roles.  2) New allocation of resources.  3) New timeline to reflect changes.  4) Have to rush some the task to make room for the implementation of the new proposed change  5) New risks from additional features.  6) New test-cases to ensure newly added features are less error-prone.  7) More discussion to work out the changes without disrupting current workflow. |

**6. SUPPORTING DOCUMENTATION**

|  |
| --- |
| Scope statement Version 2 |
| Cost Baseline and Cost estimate Version 2 |
| Schedule and WBS Version 2 |
| Risk Management 2 |
| Project charter Version 2 |
| Human resource plan |
| Front-end and back-end codes |
| Updated test cases |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CHANGE APPROVAL RESPONSE DETAILS** | | | | |
| **Approved (Yes/No)** | **Decision date** | **Decision made by** | **Decision reason** | **Resulting Action** |
|  |  |  |  |  |