**CHANGE MANAGEMENT PLAN**

**Escalation Straight-Up (ESU):  
An Escalation Management Module for Taal Vista Hotel**

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# INTRODUCTION

Since change is inevitable in any kind of project, it is important to have Change Management Plan to ensure that any change on the project is well-managed, communicated to all stakeholders and stays within the project scope.

The Change Management Plan was created for Hotel Escalation Management Module to show the following:

* The approach that the project team will going to use in managing change throughout the project’s lifecycle
* Definition of change
* Purpose of having a change control board and their roles
* Roles and responsibilities of the project team members throughout the change management process
* Overall change management process

Any member of the project team is expected to submit or request any changes to the Hotel Escalation Management Module in accordance with the change management process that is included in the document.