

## CHANGE REQUESTS

**Project Name:** Progressive Artistries

**Date Request Submitted:** 03/16/2022

**Title of Change Request:** Milestones

**Change Order Number:** 0001

**Submitted by:** Prof. Herszon

**Change Category:** Schedule

**Description of change requested:**

Milestones needs to be included as part of scheduling/separate document

**Events that made this change necessary or desirable:**

Discussions with Prof. Herszon during class sessions highlighted the need for this change

**Justification for the change/why it is needed/desired to continue/complete the project:**

Milestones are needed in order to track the progress of the project and to ensure success of each phase of the project

**Impact of the proposed change on:**

**Scope:** None **Schedule:** 2 additional hours per person **Cost:** \$140

**Staffing:** All team members provided extensive details to define the milestones for the project

**Risk: Low** This change will require additional work on the schedule/milestone document

**Other:** None

**Suggested implementation if the change request is approved:** Team to spend additional hours defining milestones

**Required approvals:** Prof. Herszon & Mohit Khatri

## CHANGE REQUESTS

Name/Title	Date	Approve/Reject
Prof. Herszon / Client	03/16/2022	Approve
Mohit Khatri / Project Manager	03/16/2022	Approve

## CHANGE REQUESTS

**Project Name:** Progressive Artistries

**Date Request Submitted:** 03/25/2022

**Title of Change Request:** Weekly Schedule

**Change Order Number:** 0002

**Submitted by:** Project Manager (Mohit Khatri)

**Change Category:** Other

**Description of change requested:**

The meeting schedule of the team needs to be updated. The team would require to meet more often in order to complete the project within the deadline

**Events that made this change necessary or desirable:**

Ad-hoc hours spent by team members working on projects and assignments for different courses

**Justification for the change/why it is needed/desired to continue/complete the project:**

The frequency of the meetings had to be increased to meet the deadline of the project

**Impact of the proposed change on:**

**Scope:** None **Schedule:** 3 additional hours per person **Cost:** \$210

**Staffing:** All team members worked additional hours as per their availability in order to revise their work schedule

**Risk: Low:** This change will require additional efforts during the week/weekend

**Other:** None

**Suggested implementation if the change request is approved:** Team members would need to meet for extra hours during the week/weekend to discuss the project updates and work on assigned tasks

**Required approvals:** Mohit Khatri

## CHANGE REQUESTS

Name/Title	Date	Approve/Reject
Mohit Khatri / Project Manager	03/27/2022	Approve