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| **Project:** | | *AHI App Development* | **Change ID:** | *0005* |
| **Date Requested:** | | *1 Aug 20xx* | **Requested By:** | *Ram Samuels* |
| **PM:** | | *Cary Manning* | **Requestor Email:** | *RamS@AHI.net* |
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| **Decision:** | | *Pending* | **Decision Date:** | *7 Aug 20xx* |
|  | | Accepted, Accepted with Modifications, Rejected, Deferred,  Further Analysis Required |  |  |
| **Proposed Change:** Detailed description. Focus on business needs, requirements; solution is secondary. | | | |
| Two additional data feed sources have been identified. Request these data feeds be incorporated as inputs to the App. Preliminary review indicates these data feeds will add $2500 to the project cost. Time to gain licensing and activation is estimated at two weeks. | | | |

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| **Reason for Change:** Focus on benefits that will accrue after the change is made. Describe why this change was not addressed earlier in the project. Who or what is driving this change? |
| The first data feed will provide advanced global sales data in the skin care product industry. In addition, updates are made weekly.  The second data feed will provide better demographic analytics to segment and position our products effectively. |

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| **Impact Analysis:** Consider impact on work products, quality, schedule, scope, budget, people, resources, and other projects. List cost/benefit/ROI. Consider impacts on all groups and stakeholders. List assumptions, dependencies, and risks. Define approval levels. |
| *(Completed by PM/team)* |

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| **Implementation Options:** Consider options to implement this change. What strategies are recommended? How will implementation impact current scope, budget, and schedule milestones? |
| *(Completed by PM/team)* |

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| **Decision:** Accept As-Is, Accept with Modifications, Defer, Reject, Further Analysis Required | | |
| Decider(s) Name: | Date | Comments/Modifications |
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| **Decision Notes:** Reasons for Decision. Decision follow-up actions necessary. | | |
| *(Completed by PM/team)* | | |

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| **Close-Out Checklist (As Applicable):** | |
|  | Change Logged in Change Log (all changes, regardless of decision, must be recorded) and Posted on Project Site |
|  | Scope Document and other Key Project Documentation Updated |
|  | Design document, test plan, test cases, training notes, and others updated |
|  | Schedule and budget updated |
|  | Status Report Updated |
|  | Change Communicated to Stakeholders |