

UNIVERSITY OF WOLLONGONG  
PROJECT OFFICE

**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
Revamping of University of Wollongong room booking system

**2. REQUEST DETAILS**

Date of Request	Request No.	Name of Requestor	Project Position
25 October 2022	1	Terence Chew	CIO

**3. CHANGE DETAILS**

Project Category	Proposed Change	Reason for Variance
Scope	<p>System administration function</p> <p>This function will allow a new user role (super user) to perform administrative operations.</p> <ol style="list-style-type: none"><li>1. Approve all newly created rooms before it is shown to students to book.</li><li>2. View the current status of a booking (e.g. pending approval or approved).</li><li>3. View the usage of a particular room based on a selected date range.</li><li>4. A super user can only be done by a UOW staff member but cannot take on any other roles (i.e. cannot be a normal staff user or student user).</li></ol>	CIO attended security conference and requested for a change to increase system security
Time	-	-
Cost	-	-

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<b>Quality</b>	-	-
<b>Risk Management</b>	-	-
<b>Communications</b>	-	-
<b>Other (add cat. name)</b>		

#### 4. CHANGE JUSTIFICATION

Priority	Immediate	Essential	Urgent	High	Medium	Low
				X		
<b>Intended outcome(s)</b>	Increase the security of the system and provide an easy way to view the usage of rooms.					
<b>Expected benefit(s)</b>	Multiple levels of approval are now provided for certain actions such as approving newly created rooms. Users can more easily monitor room usage.					

#### 5. IMPACT OF CHANGE

- Scope statement
  - Cost baseline
  - Gantt Chart, MS Project
  - HR Plan, Manpower allocation
  - Risk Register, Probability Impact Matrix
  - Test Cases, Test Report
  - Project Milestone Report
  - Meeting Agenda
  - Requirement Traceability Matrix
- Debra appointed as overall in charge in leading the enquiry into the impact of the change request and update the HR plan and Project Scope Statement
- Theophilus will be primarily in charge of gathering and updating changes in project requirement in the Requirement Traceability Matrix
- Dominic will be in charge of Meeting 3 which will mainly discuss the impacts of the change request and update according to the Meeting Agenda. New risks will be added to Risk Register and Probability Impact Matrix
- Tsun Hong will calculate and report the cost change that arises from the change request and update the cost baseline and Microsoft Project cost accordingly.
- Jasmine will take note of any changes in milestones and update the milestone report and do up the wireframing to meet the new requirements.
- Bin Hui will adjust the schedule of the project accordingly into Microsoft Project, write up additional test cases to tackle the new requirements arising from the change request and ensure that they are added into the program.
- The team is currently in the Development Stage; new requirements will be added into the program in this stage within the time buffer.

4 new test cases required in regard to specific test cases related to the change request.

\$4000 additional budget required (1 week of manpower)

Addition of the 3 new functions into the program to meet the new requirements.

6 new wireframing figures will be created to meet the new requirements.

Additional 6 days required to update relevant documents (within buffer)

Cost baseline - Cost baseline updated with \$4000 additional budget and tasks related to change request.

Microsoft Project and Gantt Chart - Scheduled modified with \$4000 additional budget and tasks related to change request.

Requirement traceability matrix - Added in system administrator (super user) requirements from points 7-10 in line with project change request.

Scope statement - Added in system administrator (super user) under product characteristics and requirements, rearranged the product characteristics and requirements.

Risk register, Probability Impact Matrix- Added in new risks and residual risks that will affect our project due to the new change request, such as budget adjustments where we have to request for more budget and also the potential impact to our project timeline.

Meeting agenda - Added a meeting discussing the new change request and undertaking a study on how the new change request will affect our project and also decided upon implementing the system administrator (super user) as a new feature.

## **6. SUPPORTING DOCUMENTATION**

Scope Statement will be updated to Version 2
Cost Baseline will be updated to Version 2
Gantt Chart will be updated to Version 2
Test Cases will be added
HR Plan will be updated to Version 2
Risk Register and Probability Impact Matrix will be added
Meeting Minutes will be added
Milestone Report will be added
Requirement Traceability Matrix will be updated to Version 2

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