

**Change Management Plan - Sample**

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| **Project Name** | *AgWorld Implementation* | |
| **Project Manager** | *Mandie Lyons* |
| **Sponsor** | *Dave Spears, Erik Lange, Matt Friesen* |
| **Document Version and Date** | *V1, June 1, 2020* | |

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| **Term, Abbreviation or Acronym** | **Definition** |
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| **Risk Management Plan Components** | |
| **Project Constraints** | * *Fixed budget* * *Planning deadline 8/31/20, Implementation deadline 2/15/20* * *Gaps filled per gap analysis* |
| **Change management guidelines and purview** | The following items will be subject to change management:  AgWorld, AgVantage and Cinch/Kahler licensing, AgWorld – GP Integration, AgWorld – Solinftec Integration, AgWorld Order Batching – Cinch Kahler platform  The project team has latitude to interpret requirements in the following areas:  AgVantage Seed B2B and processes, GP Billing processes. GP Inventory processes, AgWorld processes |
| **Estimate of change volume** | The budgetary impact of change in this project is expected to fall below $37,500. We assume the number of change requests will be roughly \_4\_. We estimate change evaluation and management to require \_150\_ hours. |
| **Roles and responsibilities** | |  |  |  | | --- | --- | --- | | **Role** | **Responsibility** | **Expertise** | | *Evaluator – Mandie Lyons* | *Evaluate change requests* | *Detailed knowledge of project* | | *Project Sponsor(s)* | *Approve evaluated changes* | *Project constraints* | |
| **Change management process** | *All requests will be logged to the Change Log document.*   |  |  | | --- | --- | | **Process Name** | **Process Activity** | | *Submittal and Logging* |  | | *Evaluation* |  | | *Decision* |  | | *Integration* |  | | *Communication* |  | |
| **Tools** | *Change Log, Change Request* |