**CHANGE MANAGEMENT PLAN**

**Identifying Fake News**

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**INTRODUCTION**

The Change Management Plan was created for the Identifying Fake News Project in order to set expectations on how the approach to changes will be managed, what defines a change, the purpose and role of the change control board, and the overall change management process.

**CHANGE MANAGEMENT APPROACH**

The Change Management approach for the Identifying Fake News Project will ensure that all proposed changes are defined, reviewed, and agreed upon so they can be properly implemented and communicated to all stakeholders. This approach will also ensure that only changes within the scope of this project are approved and implemented.

**DEFINITIONS OF CHANGE**

There are several types of changes which may be requested and considered for the Fake News Identifier Project. Depending on the extent and type of proposed changes, changes project documentation and the communication of these changes will be required to include any approved changes into the project plan and ensure all web extension users are notified. Types of changes include:

* Document Change – The document must change if there are changes on the prototype
* Prototype – The application must be updated to run on the latest web browsers.
* Scope – The number of sources for fake news datasets will increase depending on the credibility of the source.

**CHANGE CONTROL BOARD**

The Change Control Board (CCB) is the approval authority for all proposed change requests pertaining to the Identifying Fake News Project. The purpose of the CCB is to review all change requests, determine their impacts on the project risk, scope, cost, and schedule, and to approve or deny each change request. The following chart provides a list of the CCB members for the Identifying Fake News Project:

|  |  |  |
| --- | --- | --- |
| **Name** | **Position** | **CCB Role** |
| M. Nares | Project Manager/Developer | CCB Chair |
| 1. De Leon | Technical Writer/Developer | CCB Chair |
| W. Holgado | Technical Writer/Analyst | CCB Chair |

**ROLES AND RESPONSIBILITIES**

The following are the roles and responsibilities for all change management efforts related to the

Identifying Fake News project:

Project Manager:

* Approve all changes to budget/funding allocations
* Approve all changes to schedule baseline
* Approve any changes in project scope

Technical Writer:

* Changing of documents
* Changing of budget/funding’s
* Changing of schedule baseline
* Changing of project scope

Application Developer:

* Maintenance of web extension
* Maintenance of datasets

Application Analyst:

* Analyze bugs and problems in application

**CHANGE CONTROL PROCESS**

The Change Control Process for the IS Project will follow the organizational standard change process for all projects. The project manager has overall responsibility for executing the change management process for each change request.

1. Identify the need for a change (Application Analyst) – Change requestor will submit a completed change request form to the project manager.
2. Evaluate the change (Project Manager) – The project manager will conduct a preliminary analysis on the impact of the change to risk, cost, schedule, and scope and seek clarification from team members and the change requestor.
3. Submit change request to CCB (Project Manager) – The project manager will submit the change request, as well as the preliminary analysis, to the CCB for review.
4. Obtain Decision on change request (CCB) – The CCB will discuss the proposed change and decide whether or not it will be approved based on all submitted information.
5. Implement change (Project Manager) – If a change is approved by the CCB, the project manager will update and re-baseline project documentation as necessary