

## **Change Requests**

**Project Name:** Evergreen Cancer Foundation

**Date Request Submitted:** 01/26/2022

**Title of Change Request:** The Objectives of Project Charter

**Change Order Number:** 0001

**Submitted by:** Team Evergreens

**Change Category:** Project Charter

**Description of change requested:**

The objectives were not clearly defined. So, the project manager wanted a more detailed report.

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

The team met with the project manager to get any additional inputs required for the project charter.

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

The project manager stated that the project charter can be more comprehensive, and the objectives should be SMART.

**Impact of the proposed change on:**

**Scope:** None **Schedule:** 1 additional hour per person **Cost:** \$ 10 per person per hour

**Staffing:** All team members reviewed the project charter to make necessary edits

**Risk: Low** This change will require additional work on the project charter

**Other:** None

**Suggested implementation if the change request is approved:** Team will take an additional hour to incorporate the suggested changes by the professor.

**Required approvals:** Mihir Shah

Name/Title	Date	Approve/Reject
Mihir Shah/Project Manager	02/02/2022	Approve

**Project Name:** Evergreen Cancer Foundation

**Date Request Submitted:** 02/16/2022

**Title of Change Request:** Minimum page requirements for Scope Statement

**Change Order Number:** 0002

**Submitted by:** Team Evergreens

**Change Category:** Scope Statement

**Description of change requested:**

The length of the Scope Statement in terms of page count was initially undefined. However, Professor Herszon clarified that the minimum number of pages should be 20.

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

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

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

The scope statement needs to be robust and capture all details.

**Impact of the proposed change on:**

**Scope:** None **Schedule:** 1.5 additional hours per person **Cost:** \$10 per person per hour

**Staffing:** All team members provided extensive details to meet the scope statement

**Risk: Low** This change will require additional work on the scope statement document

**Other:** None

**Suggested implementation if the change request is approved:** Team to spend additional hours developing an extensive scope statement document and get reimbursed for those efforts

**Required approvals:** Prof. Herszon & Mihir Shah

<b>Name/Title</b>	<b>Date</b>	<b>Approve/Reject</b>
Mihir Shah/Project Manager	03/07/2022	Approve
Professor Herszon/Client	03/09/2022	Approve

**Project Name:** Evergreen Cancer Foundation

**Date Request Submitted:** 03/02/2022

**Title of Change Request:** Milestones document

**Change Order Number:** 0003

**Submitted by:** Professor herszon

**Change Category:** Milestones

**Description of change requested:** The professor made a request to get a new document based on the milestones of the project

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

The project team met with Prof. Herszon to share an initial copy of their project and then the professor asked for an additional document on Milestones achieved during the duration of the project.

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

Prof. Herszon stated that the milestones document is a key element to project management as it helps us to measure the progress and keep track of delineating a point in a project schedule

**Impact of the proposed change on:**

**Scope:** None **Schedule:** 1 additional hour per person **Cost:** \$ 10 per person per hour

**Staffing:** All team members reviewed the milestones document to make necessary edits

**Risk: Low** This change will require additional work, as we must create a new document

**Other:** None

**Suggested implementation if the change request is approved:** Spend an extra day to create the new document and measure the milestones achieved in the project

**Required approvals:** Prof. Herszon & Mihir Shah

Name/Title	Date	Approve/Reject
Mihir Shah/Project Manager	03/07/2022	Approve
Prof. Herszon / Client	03/09/2022	Approve