

**NANYANG  
TECHNOLOGICAL  
UNIVERSITY**  
**SINGAPORE**

# **Plantit Change Management Plan**

**Version 1.1 10/21/2021**

<b>Team Members</b>	<b>Role</b>
<b>Ryan Tan Jinn En</b>	Project Manager
<b>Neo Yong Tai</b>	Development Lead
<b>Lee Yu Sheng Daniel</b>	Back-End Developer
<b>Mamuduri Paulani</b>	Front-End Developer
<b>Frankie Ye Htet Myat</b>	Release Engineer / Manager
<b>Chen Xueyao</b>	QA Manager
<b>Kundu Koushani</b>	QA Engineer

## VERSION HISTORY

Version #	Implemented By	Revision Date	Approved By	Approval Date	Reason
1.0	Mamuduri Paulani	20/10/2021	Chen Xueyao	20/10/2021	Initial Version
1.1	Kundu Koushani	21/10/2021	Chen Xueyao	22/10/2021	Final Version

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# 1 INTRODUCTION

## 1.1 PURPOSE OF THE CHANGE MANAGEMENT PLAN

The Change Management Plan documents and tracks the necessary information required to effectively manage project change from project inception to delivery.

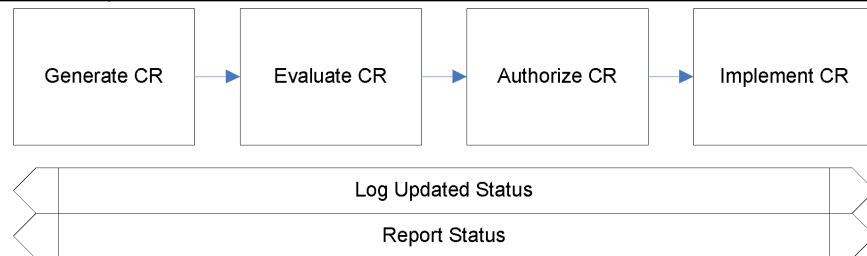
The Change Management Plan is created during the Planning Phase of the project. Its intended audience is the project manager, project team, project sponsor and any senior leaders whose support is needed to carry out the plan.

## 2 CHANGE MANAGEMENT PROCESS

The Change Management process establishes an orderly and effective procedure for tracking the submission, coordination, review, evaluation, categorization, and approval for release of all changes to the project's baselines.

### 2.1 CHANGE REQUEST PROCESS FLOW REQUIREMENTS

Step	Description
Generate CR	A submitter completes a CR Form and sends the completed form to the Change Manager
Log CR Status	The Change Manager enters the CR into the CR Log. The CR's status is updated throughout the CR process as needed.
Evaluate CR	Project personnel review the CR and provide an estimated level of effort to process, and develop a proposed solution for the suggested change
Authorize	Approval to move forward with incorporating the suggested change into the project/product
Implement	If approved, make the necessary adjustments to carry out the requested change and communicate CR status to the submitter and other stakeholders



## 2.2 CHANGE REQUEST FORM AND CHANGE MANAGEMENT LOG

Element	Description
Date	The date the CR was created
CR#	Assigned by the Change Manager
Title	A brief description of the change request
Description	Description of the desired change, the impact, or benefits of a change should also be described
Submitter	Name of the person completing the CR Form and who can answer questions regarding the suggested change
Phone	Phone number of the submitter
E-Mail	Email of the submitter
Product	The product that the suggested change is for
Version	The product version that the suggested change is for
Priority	A code that provides a recommended categorization of the urgency of the requested change (Critical, High, Medium, Low, Insignificant, Mandatory)

## 2.3 EVALUATING AND AUTHORIZING CHANGE REQUESTS

Change requests are evaluated using the following priority criteria:

Priority	Description
Critical	Significant issue that impacts the ability to produce basic function of the product or has a financial impact regardless of external or internal issue. This CR will significantly affect the project completion.
High	Any change that impacts important business processes/systems, may require outage. This includes the need to overhaul project requirements and structure. This CR needs to be resolved with immediate attention as it will impact major users.
Medium	Any change that does not impact critical business processes and does not affect critical software components. Typically requested features made by the client. Rejecting such a request is not an option by the client. This CR causes little to no impact on the integrity and performance of the system.
Low	Minor problems or cosmetic change. Typically requested features made by the client. Rejecting is viable. This CR does not impact daily processes and/or for which a work around is available.
Insignificant	Little to no problems. Small-scale feature made by client. This CR does not impact the system to any form.
Mandatory	Add-On features requested by client. Exclusion does not affect the system.

Change requests are evaluated and assigned one or more of the following change types:

Type	Description
Scope	Change affecting scope
Time	Change affecting time
Duration	Change affecting duration
Cost	Change affecting cost
Resources	Change affecting resources
Deliverables	Change affecting deliverables
Product	Change affecting product
Processes	Change affecting process
Quality	Change affecting quality
Availability	Change affecting the uptime of the application to the public domain
Reliability	Change affecting the integrity of the system.
Scalability	Change affecting future enhancements.
Maintainability	Change affecting efficiency and performance of operational status restoration

Change requests are evaluated and assigned one of the following status types:

Status	Description
Open	Entered/Open but not yet approved or assigned
Work in Progress	CR approved, assigned, and work is progressing
In Review	CR work is completed and in final review prior to testing
Testing	CR work has been reviewed and is being tested
Closed	CR work is complete, has passed all tests, and updates have been released.
On Hold	CR approved, assigned, and work is put on hold

### 2.3.1 Change Control Board

Role	Name	Contact	Description
Project Manager	Ryan Tan Jinn En	Email: Phone:	Oversees project progress. Approves and executes project plan.
QA Manager	Chen Xueyao	Email: Phone:	Ensure proper software development standards and processes along with best practices for delivery of scalable and high-quality software.
Development Lead	Neo Yong Tai	Email: Phone:	Ensure changes requested are completed on time.
Release Engineer	Frankie Ye Htet Myat	Email: Phone:	Works closely with the project manager to coordinate and track changes throughout the project as release will be affected

**3****Responsibilities**

Role	Name	Contact	Description
Project Manager	Ryan Tan Jinn En	Email: Phone:	Oversees project progress. Approves and executes project plan.
QA Manager	Chen Xueyao	Email: Phone:	Ensure proper software development standards and processes along with best practices for delivery of scalable and high-quality software.
Development Lead	Neo Yong Tai	Email: Phone:	Ensure changes requested are completed on time.
Release Engineer	Frankie Ye Htet Myat	Email: Phone:	Works closely with the project manager to coordinate and track changes throughout the project as release will be affected



## Appendix A: Change Management Plan Approval (need signature)

The undersigned acknowledge they have reviewed the Plantit **Change Management Plan** and agree with the approach it presents. Changes to this **Change Management Plan** will be coordinated with and approved by the undersigned or their designated representatives.

Signature:	_____	Date:	<u>21/10/2021</u>
Print Name:	<u>Ryan Tan Jinn En</u>		
Title:	<u>Project Manager</u>		
Role:	<u>Oversees the management of the team.</u>		

Signature:	_____	Date:	<u>21/10/2021</u>
Print Name:	<u>Neo Yong Tai</u>		
Title:	<u>Development Lead</u>		
Role:	<u>Lead teams of software developers.</u>		

Signature:	_____	Date:	<u>21/10/2021</u>
Print Name:	<u>Frankie Ye Htet Myat</u>		
Title:	<u>Release Manager</u>		
Role:	<u>Plan project schedule</u>		

## Appendix B: References

The following table summarizes the documents referenced in this document.

Document Name and Version	Description	Location
Change Management Plan v1.0	Change Management Plan Template	NtuLearn -> CZ3002-Advanced Software Engineering -> Contents -> Labs -> CDC_UP_Change_Management_Plan_Template.doc

## Appendix C: Key Terms

The following table provides definitions for terms relevant to this document. (The terms are listed in ascending alphabetical order)

Term	Definition
Activity	The amount of work performed that converts input to appropriate outputs.
Authorization	Official permission to access a specific system or to carry out a specific function/task/change.
Baseline	An intermediate status of work results that record/save and approve at certain points in time. It serves to provide a fixed reference point for change management.
Change Control Board	A committee that evaluates and prioritizes change requests in the context of projects.
Change Management	A project management plan that has authority to approve or reject the changes on the project.
Change Request (CR)	A formal proposal for an alteration to some system. Such request typically originated from bugs / system enhancement / development of other systems / changes in underlying structure and or standards.
Change Request Form (CRF)	A form that is used to request a change in the project.
Deliverable	Any unique and verifiable product, result, or capability to perform a service that must be produced to complete a process, phase, or project.
Project Manager	The person in overall charge of the planning and execution of a project.
Quality	An interpretation which defines superiority and inferiority of things. It gives products' sustainability, maintainability, and reliability.
Stakeholder	A person, group or company that is directly or indirectly involved in the project and who may affect or get affected by the outcome of the project.

## Appendix D: Change Request Form Example

The example Change Request Form attached below can be used to submit changes during the life of the project.



LarkDetect\_Change\_Request\_Form

### Change Request Form

SUBMITTER - GENERAL INFORMATION			
CR#			
Submitter Name			
Brief Description of Request			
Date Submitted			
Date Required			
Priority	<input type="checkbox"/> Low	<input type="checkbox"/> Medium	<input type="checkbox"/> High <input type="checkbox"/> Mandatory
Reason for Change			
Other Artifacts Impacted			
Assumptions and Notes			
Attachments or References	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Link:		

INITIAL ANALYSIS	
Hour Impact	
Duration Impact	
Schedule Impact	
Comments	
Recommendations	

CHANGE CONTROL BOARD - DECISION			
Decision	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Conditions	<input type="checkbox"/> Rejected <input type="checkbox"/> More Info
Decision Date			
Decision Explanation			
Conditions			

## Appendix E: Change Management Log Template

The detailed Change Management Log template attached below can be used to track and manage requested changes during the life of the project.



**LarkDetect\_Change\_Management\_**

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