Change Request Form

**Project Name:** ECMS Data Annotator

**Date Request Submitted:** 2020.12.20

**Title of Change Request:** Schedule delay

**Change Order Number:** No.002

**Submitted by**: Jiang Zixin xcj8590@autuni.ac.nz

# Change Category: Scope 🗹Schedule Cost Technology Other

**Description of change requested:**

Apply to postpone the work plan until the annotator design is completed.

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

All the team members are busy with presentation and assignments. All members are unable to find time to systematically design the functional details of the annotator.

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

Considering that the design of annotation tools is very important, which will affect the success or failure of the project, more time is needed for detailed discussion. Therefore, I hope to postpone the plan.

**Impact of the proposed change on:**

**Scope:** No

**Schedule:** Annotation tool design cannot be completed on time, The plan needs to be delayed for a long time

**Cost:** No

**Staffing:** No

**Risk:** The follow-up function improvement and programming time is tight

**Other:** No

**Suggested implementation if the change request is approved:**

Inform all members that the project plan is forced to be postponed, and remind team members to speed up the current work, improve work efficiency, and minimize the planned delay time.

**Required approvals:**

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| **Name/Title** | **Date** | **Approve/Reject** |
| **Cao Zheyang** | **2020.12.20** | **Approve** |
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