Change Request Form

**Project Name:** Charity Second-Hand Online Store

**Date Request Submitted:** 07th Apr 2020

**Title of Change Request:** Delete donation function

**Change Order Number:** 2020001

**Submitted by**: (Guozhi Yin 30845878@qq.com)

**Change Category:** ☑**Scope Schedule Cost Technology Other**

**Description of change requested:**

Delete donation function (including user-end donation request, administration-end donation list, donation statistics function).

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

A teammate left our team, so the project team just has two members.

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

We had to adjust the number of features to ensure the delivery date.

**Impact of the proposed change on:**

**Scope:** Delete donation function

**Schedule:**

**Cost:**

**Staffing:**

**Risk:** The delivery date may be delayed.

**Other:**

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

Delete donation function from project plan.

Reschedule the time of development and testing.

**Required approvals:**

|  |  |  |
| --- | --- | --- |
| **Name/Title** | **Date** | **Approve/Reject** |
| **Zoe Liu** | 07th Apr 2020 | **Approve** |
| **Guozhi Yin** | 07th Apr 2020 | **Approve** |
| **Cong Shang** | 07th Apr 2020 | **Approve** |
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