Change Management Plan

For

DrDentAssist

Version 1.0 approved

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Change Management Plan

Introduction

Change Management Plan is created for DrDentAssist System in order to define activities and roles to manage and control change during the execute and control stage of the project. The client should comply with the change management plan for all requests and changes in the system.

Change Management Approach

The Change Management approach for DrDentAssist System will make sure that plan or proposed changes are clear, studied, documented and approved to avoid problems with the implementation. The strategy is to make sure that only approved changes will be implemented.

The Change Management approach consists of three areas:

- Changes should be within scope and valuable to the project
- Implementation of the approved change must be well defined.
- Be able to implement the change.

The purpose of Change Management process is to make sure that this approach is charted for all changes. Through this methodology, the developers will avoid unplanned and unnecessary change from occurring.

Definitions of Change

There are several types of changes that can be requested and considered for the project. Depending on the size and type of the proposed changes, changes the project documentation, and these changes are then included into the project plan and ensured that all the project stakeholders are aware and notified.

Types of changes includes:

Scheduling Changes:

Change that will affect the approved project schedule.

Budget Changes:

Practically for each situation, change implies more prominent cost. It is uncommon to have change lessen cost. Change management includes sponsors of the project - those paying for it - comprehend the effect of changes on the financial plan. Where changes can be controlled, for example, budget impacts, are part of the change analysis and may result in a decision to forego or defer the changes. The project team, led by the project manager, should also be prepared to brainstorm on ways to hold to the budget despite the impact of changes.

Scope Changes:

Changes which are necessary and impact the project's scope which may be the result of unforeseen requirements which were not initially planned for. These changes may also impact budget and schedule. These changes may require revision to WBS, project scope statement, and other project documentation as necessary.

The project manager must ensure that any approved changes are communicated to the project stakeholders. Additionally, as changes are approved, the project manager must ensure that the changes are captured in the project documentation where necessary. These document updates must then be communicated to the project team and stakeholders as well.

Change Control Board

A Change Control Board (CCB) or Software Change Control Board (SCCB) is a team that makes decisions regarding whether proposed changes to a software project is to be executed. The change control board is composed of project stakeholders.

Table below consist the list of the CCB members for the Project:

Name	Position	CCB Role
Leticia Aspiras	Project Sponsor	CCB Chair
Reimarie Princess Quirante	Project Manager	CCB Member
Maria Kristina Punla	Project Team Member	CCB Member
Chloe Tanada	Project Team Member	CCB Member

Once the Project Team sends change requests to the Project Manager, the project manager will document the requests in the change log and the CCB will conduct a meeting to do a run of reviews and discussions on all the change requests. In order for change to be instigated, all members of the CCB should decide whether they approved the request or not. Any further data and explanation regarding the change requests can be discussed in the meeting. Changes that are deemed critical should be given an importance to review the change.

Roles and Responsibilities

Roles and responsibilities for all change management.

Project Sponsor:

Role:

Overall accountability of the project.

Responsibilities:

- Ensures that project is under control.
- Monitors progress of the project.
- Gives approval to all requested change
- Approve all changes to schedule baseline
- Manages the project team
- Approves project charter and documentation
- Ensures that approved changes are implemented properly
- Approves project deliverables

Project Manager:

Role:

Overall responsibility for the analyzing, planning, design, implementation, monitoring and managing the completion of the project.

Responsibilities:

- designing and applying appropriate project management standards
- managing the production of the required deliverables
- planning and monitoring the project
- manage project risks
- monitoring overall progress of the project
- manage deliverables
- Form schedule on the changes
- Receives and documents change requests from project stakeholders
- Clarifies unclear change requests from the requestors
- Participate in Change Control Board.
- Documents all processes.
- Approves job orders and change orders

Project Team/Stakeholders:

Role:

To perform tasks that have been assigned to the and keeps the project manager updated on all concerns.

Responsibilities:

- Contributes and participates to overall project objectives.
- Completing individual tasks and deliverables
- Providing expertise
- Working with users to establish and see business needs

Change Control Process

The following are the process to be used when implementing changes.

1. Fill up change request form and submit.

2. Change Control Board (CCB) reviews submitted changes or execution of changes to the project.

3. Submitted change request will be scheduled for a Technical Approval. In order to review the request by suitable people to regulate the technical impact the change might do in the user environment.

4. Seek Technical Approval.

5. Implement Change.

ACCEPTANCE

Approved by:

_____   Date: _____

Leticia Aspiras
Owner