**CHANGE MANAGEMENT PLAN**

**ASIA PACIFIC COLLEGE STUDENT ASSISTANT SYSTEM**

**ASIA PACIFIC COLLEGE**

**3 HUMABON ST., MAGALLANES**

**MAKATI CITY**

**NOVEMBER 23, 2016**

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**INTRODUCTION**

The Change Management Plan was created for the Asia Pacific College Student Assistant System (APCSAS) in order to set expectations on how the approach to changes will be managed, what defines a change, the purpose and role of the change control board, and the overall change management process. All members in the project will be expected to submit or request changes to the APCSAS in accordance with this Change Management Plan and all requests and submissions will follow the process detailed herein.

**CHANGE MANAGEMENT APPROACH**

The Change Management approach for the APCSAS Project will ensure that all proposed changes are defined, reviewed, and agreed upon so they can be properly implemented and communicated to all team members. This approach will also ensure that only changes within the scope of this project are approved and implemented.

The Change Management approach is not to be confused with the Change Management Process which will be detailed later in this plan. The Change Management approach consists of three areas:

* Ensure changes are within scope and beneficial to the project
* Determine how the change will be implemented
* Manage the change as it is implemented

The Change Management process has been designed to make sure this approach is followed for all changes. By using this approach methodology, the APCSAS Project team will prevent unnecessary change from occurring and focus its resources only on beneficial changes within the project scope.

**DEFINITIONS OF CHANGE**

There are several types of changes which may be requested and considered for the APCSAS Project. Depending on the extent and type of proposed changes, changes project documentation and the communication of these changes will be required to include any approved changes into the project plan and ensure all team members are notified. Types of changed include:

* User Privileges Changes: This could be a big factor in our system since the privileges of each user in the system could change. Although different user has different privileges but the fact that one of the admins accidentally change the privileges of the student into an admin is actually a major factor to the system.
* Scheduling Changes: These changes may require fast tracking since the date of defense will be on December 7, 2016. Other necessary changes should be made before the date of defense.
* Scope Changes: Another major impact is the project’s scope which includes all necessary things to do for the rest of the term. Also, it represents what should be done for applied projects 2. These changes may require revision to project vision and scope document, activity list, and other project documentation as necessary.
* Documentation Changes: Need to change terminologies in other parts of the whole document. Project team should define terms.
* System Changes: The Graphical User Interface of our system needs to be changed in accordance to the School’s Flavio as we are collaborated to APC’s Information Technology Resource Office.

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

**CHANGE CONTROL BOARD**

The Change Control Board (CCB) is the approval authority for all proposed change requests pertaining to the EAFLS Project. The purpose of the CCB is to review all change requests, determine their impact on the project risk, scope, cost, and schedule, and to approve or deny each change request. The following chart provides a list of the CCB members for the EAFLS Project:

|  |  |  |
| --- | --- | --- |
| **Name** | **Position** | **CCB Role** |
| J. Abrera | APCSAS Project Documenter | CCB Member |
| L. Cruz | APCSAS Project Developer | CCB Member |
| G. Tomas | APCSAS Project Analyst | CCB Member |
| K. Romero | APCSAS Project Manager | CCB Co-Chair |

As change requests are submitted to the APCSAS Project Manager by the project team, the project manager will log the requests in the change log and the CCB will convene every other Wednesday to review all change requests. For a change request to be approved, all CCB members must vote in favor. In the event more information is needed for a particular change request, the request will be deferred and sent back to the requestor for more information of clarification. If a change is deemed critical, an ad hoc CCB meeting can be called together with the client, in order to review the change prior to the next scheduled bi-weekly CCB meeting.

**ROLES AND RESPONSIBILITIES**

The following are the roles and responsibilities for all change management efforts related to the APCSAS Project:

Project Client:

* Review every change in the system and the full document
* Approve all changes to schedule baseline
* Approve any changes in project scope
* Chair the CCB

Project Manager:

* Receive and log all change requests from all team members
* Conduct preliminary risk, cost, schedule, scope analysis of change prior to CCB
* Seek clarification from change requestors on any open issues or concerns
* Make documentation revisions/edits as necessary for all approved changes
* Participate on CCB

Project Team:

* Submit all change requests on standard organizational change request forms
* Provide all applicable information and detail on change request forms
* Be prepared to address questions regarding any submitted change requests
* Provide feedback as necessary on impact of proposed changes

**CHANGE CONTROL PROCESS**

The Change Control Process for the APCSAS Project will follow the organizational standard change process for all projects. The project manager has overall responsibility for executing the change management process for each change request.

1. Identify the need for a change (Stakeholders) – Change requestor will submit a completed change request form to the project manager.
2. Log change in the change request register (Project Manager) – The project manager will keep a log of all submitted change requests throughout the project’s lifecycle.
3. Evaluate the change (Project Manager, Team) – The project manager will conduct a preliminary analysis on the impact of the change to risk, cost, schedule, and scope and seek clarification from team members and the change requestor.
4. Submit change request to client (Project Manager) – The project manager will submit the change request, as well as the preliminary analysis, to the CCB for review.
5. Obtain Decision on change request of the client – The client will discuss the proposed change and decide whether or not it will be approved based on all submitted information.
6. Implement change (Project Manager) – If a change is approved by the client, the project manager will update and re-baseline project documentation as necessary.

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| **SPONSOR ACCEPTANCE** |  |
| Approved by the Project Client: |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Mr. Mark Ernest F. Dizon |  |
| Asia Pacific College Student Assistant System |  |