

**PROJECT CHANGE MANAGEMENT PLAN TEMPLATE**

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**CHANGE MANAGEMENT PLAN**

**SUSAN ICE STORE ORDERING AND INVENTORY SYSTEM**

**SUSAN ICE STORE**

**MANLUNAS STREET, VILLAMOR PASAY CITY**

**CITY, STATE ZIP CODE**

**DATE**

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# INTRODUCTION

Change Management is an important part of any project. Changes must be vetted and managed to ensure that they are within the scope of the project and are communicated to all stakeholders if they are approved. The process for submitting, reviewing, and approving changes must also be communicated to all stakeholders in order to properly set expectations. If changes are allowed to be submitted or are implemented in and unorganized way, any project is sure to fail. All projects must include a Change Management Plan as part of the overall Project Plan.

The Change Management Plan was created for the ordering and inventory system of Susan Ice Store to manage the changes that the group will be doing in the project. The purpose of changes, what changes will be implement and the change management process. The client will submit a request changes that she wants for the project.

# CHANGE MANAGEMENT APPROACH

This section describes the approach the organization will use for managing change throughout the project. Throughout a project’s lifecycle there may be very few or very many submitted changes. The approach taken to manage these changes must be consistent and repeatable in order to provide a quality change management plan and process.

The Susan Ice Store will implement to the client once its approved it by our advisers. The adviser will review all the modules that running to the system and check it if its working or not.

The Change Management approach for the Susan Ice Store is consists of three areas:

* Determine what change must be done
* How the system works in the store
* Manage the scope and limitation of the project

The Change Management process has been designed to make sure this approach is followed for all changes. By using this approach methodology, the IS 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 Susan Ice Store Ordering and Inventory System. 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 stakeholders are notified. Types of changes include:

* Scheduling Changes: this change will target the scheduling of implementing the project to the client. Step by step process which gives the teams time to develop the system.
* Budget Changes: this changes is about the budget that the client need to use the system and it will be expensive but when she gains profit it will back the money to her.
* Scope Changes: changes that will impact to the project which is the scope of the project will be in Villamor area only. This changes may require the others documentations like WBS, project scope statement etc.

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

The Change Control Board (CCB) is the approval authority for all proposed change requests pertaining to the Susan Ice Store Ordering and Inventory System. The purpose of the CCB is to review all change requests, determine their impacts 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 IS Project:

|  |  |  |
| --- | --- | --- |
| **Name** | **Position** | **CCB Role** |
| Leonard Potian | Project/Document Manager | STUDENT |
| Nelaine Valdez | Programmer/Consultant | STUDENT |

# ROLES AND RESPONSIBILITIES

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The following are the roles and responsibilities for all change management efforts related to the Susan Ice Store Ordering and Inventory System:

Client:

* Approve all changes to system and budget needed.
* Approve all changes to schedule baseline
* Approve any changes in project scope

Project Manager:

* Receive and log all change requests from project stakeholders
* 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

Project Programmer:

* Develop the system that the client needs.
* Submit all the changes in the system.
* Provide all applicable information and detail on the system.
* Provide feedback forms for the customers.

# CHANGE CONTROL PROCESS

The Change Control Process for the Susan Ice Store Ordering and Inventory System 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. Submit the change request to the client (Group) – the team will request a talk to the client in short time and get the advice that the team wants.
2. Implement the ordering and inventory system to the website (Group) – the team change the online ordering to ordering because the client request it.
3. Evaluate the problems that the client facing (Group) – when the group talk to the client they ask the problems and difficulties that the client experiencing so the team take note of that and apply to the system.

## SPONSOR ACCEPTANCE

Approved by the Project Sponsor:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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