PROJECT MANAGEMENT DOCS

Free Project Management Templates

CHANGE MANAGEMENT PLAN
BGC BUS: PASSENGER INFORMATION SYSTEM

BUS TAP

April 04, 2018

PROJECT MANAGEMENT DOCS
Free Project Management Templates

TABLE OF CONTENTS

INTRODUCTION

The Change Management Plan was created for the BGC Bus: Passenger Information System in order to visualize the change that will happen as soon as the application will be implemented. Moreover, this Change Management Plan document will cover things regarding changes – like what defines a change, changes need to be managed, as well as roles, responsibilities and the purpose of each member of the change control board, and most specially the process needed to implement the change. Furthermore, this document will be responsible to track all submissions, reviews, changes, and approval by the project sponsor and all project stakeholders.

CHANGE MANAGEMENT APPROACH

This Change Management document will verify all wanted changes and be a guidance to all stakeholders before approving and implementing the whole application. By doing so, it would allow the stakeholders to become knowledgeable about the changes, the software development team intends to do.

The Change Management approach would follow 3 areas:
- Ensuring that the intended project falls within the scope of the project
- Determine the level of change, the software development team intends to do.
- Verify and manage changes and proposed changes

This document would ensure that there will be no unwanted change in the plan. Moreover, this document would let the stakeholders to be hands on in monitoring the plan, and the implementation of the group.

DEFINITIONS OF CHANGE

There are several types of changes that the whole team, including the stakeholders, might encounter as the project progresses on. These changes may vary from and how the team would deal with the current situation. These changes are as follows.

- Scheduling Changes: Change which will impact the time the project would be successful. It may require additional work hours or days. This change would require more days, meaning changes in cost and other important aspect may change as well.
- Scope Changes: Change that would show requirements that is not initially planned for. This may result in a change in a specific module inside the project. This change may affect other criteria, like cost and project documentation and most especially time or schedule.
- Project Documentation: This would happen if changes in other areas will occur. Consistency should be established, so any changes from the time, cost, scope and, etc. needs to be documented. Changes here would not generally affect the entire system since most of the content of this area will be required after finishing the project.

The project manager must ensure that any approved changes are communicated to the project stakeholders. Furthermore, the group needs to make sure that all changes were necessary and important in terms on how the team develops the project.

CHANGE CONTROL BOARD

The Change Control Board (CCB) is the approval authority for all proposed change requests pertaining to the Bus Tap project. 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 Bus Tap Project:

Name	Position	CCB Role
Mr. Sean Sanchez	Bus Tap Project Sponsor	CCB Chair
Anna Lynn Alcaraz	Bus Tap Project Manager	CCB Member
Justin Besmano	Bus Tap Project Stakeholder	CCB Member
Mr. Mike Obias	Bus Tap Operations Lead	CCB Member

ROLES AND RESPONSIBILITIES

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

Project Sponsor:
- Verify all wanted changes
- Approve all changes
- Make sure that all changes fall within the scope of the project

Project Manager:
- Manage the documentation
- Receive all changes from the stakeholders
- Communicate with the team and the sponsor

Project Team/Stakeholders:
- File all changes and submit it to the project manager
- Provide all information regarding the change intends to happen
- Provide supporting documents for the change
- Provide feedback on proposed changes

CHANGE CONTROL PROCESS

The Change Control Process for the IS 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, Requestor) – 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 CCB (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 (CCB) – The CCB 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 CCB, the project manager will update and re-baseline project documentation as necessary.

SPONSOR ACCEPTANCE

Approved by the Project Sponsor:

_____   Date: _____

<Project Sponsor>
<Project Sponsor Title>

This free Project Change Management Plan Template is brought to you by www.ProjectManagementDocs.com