Integrated Change Control Board – Decision Summary

Change Request Title:
Include Emotional Health Indicators

Date of Meeting:
Week 4

Facilitator (Project Manager):
Shaheer Ahmed

Summary of Discussion:

Business Need and Benefits:
The Business Sponsor explained that including emotional wellness survey data aligns with the strategic objective of enhancing student support and retention. It is expected to add significant business value by enabling earlier identification of at-risk students, reducing drop-out rates and improving overall student satisfaction. This change directly supports institutional goals and stakeholder expectations.

Technical Feasibility:
The Lead Developer assessed the technical feasibility of integrating emotional wellness survey results into the current prediction model. The integration is technically possible using existing architecture, though it requires moderate development effort and coordination with the data team. The implementation is estimated to be completed without major disruption to the project timeline.

Cost Impact:
The Finance Manager evaluated the financial implications of this change. The inclusion of new data points would increase processing and storage requirements, leading to a moderate additional cost. However, these costs are manageable within the current project's contingency funds and budget flexibility, ensuring no need for external funding.

Quality/Testing Impact:
The QA Lead emphasized that the addition of sensitive emotional data requires extra testing to ensure data accuracy, reliability, and privacy compliance.

Additional test cases will be developed and resources will be allocated for thorough testing of data integration and system stability. Despite increased testing workload, the quality risks remain acceptable.

User Experience Impact:

The End-User Representative highlighted the positive effect on user experience. Students are likely to feel better supported, knowing their emotional wellness is considered, which could improve engagement and trust in the system. However, it is important to communicate how data will be used to maintain transparency.

Risks Identified:

The main risks identified include data privacy and compliance challenges. The team recognized the need to strengthen data governance policies, ensure proper anonymization and follow institutional data protection standards. Both technical and quality teams will collaborate to mitigate these risks.

Final Decision:

☑ Approve ☐ Reject ☐ Defer

Justification/Comments:

After evaluating all perspectives, the business benefits clearly outweigh the moderate costs and manageable risks. The proposal supports the strategic objective of enhancing prediction accuracy and student success. Risks related to data privacy will be proactively addressed through additional policies and testing.

Next Steps / Action Items:

- Update the Change Log and prepare detailed meeting minutes.

- Notify all team members of the approved change and revised plan.

- Update the Project Management Plan and adjust the project schedule accordingly.

- Ensure documentation is updated and version-controlled.

- Lead the implementation of emotional wellness data integration into the prediction model.

- Coordinate with database and development teams to ensure smooth deployment.

- Design additional test scenarios focusing on data privacy, accuracy, and system impact.

- Allocate resources and schedule the testing phase for the new module.

- Communicate the strategic benefits of the change to executive stakeholders and secure continued support.

- Monitor alignment of the change with project objectives.

- Track and report on additional costs incurred.

- Monitor budget status and contingency fund usage.

- Gather feedback from end users regarding emotional data inclusion.

- Work with design team to ensure user interface clearly communicates the purpose and confidentiality of data.

- Maintain complete documentation of the change decision, action items, and risk register updates.

- Ensure all team members remain informed and that compliance measures are documented.