

Change Control Request Form¹

Project Details: The goal of this project is to build a website for XYZ Company so that they can have a more professional website as their customer base continues to grow. We aim to accomplish this by re-designing, building, and setting up their new website within three to six months

Project Name: XYZ Company Website Re-design

Project Manager: Shavern Belle

Request #: v1.0.1

Date of Request: 07/22/2023

Requested By: Shavern Belle

Request Description:

Based on the client's requirements, it has been determined to refine the budget and reconsider the schedule. Refining the requirements has resulted in a change to the planned schedule. When approved, this update will let the team move forward into the Design-Build phase of the project.

Resource	Labor Rate	Planned Hours	Modified Hours	Difference (hours)	Planned Costs	Change to plan Costs	Difference (Cost)
Shavern Belle	\$65	750	825	-75	\$48,750	\$53,625	-\$4,875
Cindy Lewis	\$48	348	305	43	\$16,704	\$14,640	\$2,064
Helen Peters	\$51	96	145	-49	\$4,896	\$7,395	-\$2,499
Scott Fassett	\$54	126	95	31	\$6,804	\$5,130	\$1,674
Jason Morris Sr.	\$56	462	440	22	\$25,872	\$24,640	\$1,232
Totals		1,782	1,810	-28	\$103,026	\$105,430	-\$2,404

Reasons for this Change Request:

A change is required to better manage the risks associated with this project that could potentially prevent the project from going over budget. Another key business benefit of this change is to allow the necessary adjustments to be made due to schedule constraints. Lastly, the change request will allow for the completion of the project on time and within budget.

¹Adapted from <https://www.stakeholdermap.com/project-management/> templates

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Options considered to implement the change:

- 1) The changes are approved, and contingency funds will account for any cost overages.
- 2) The changes are not approved due to the change in scope.
- 3) The changes are not approved due to being behind schedule.

Impact of each option (Cost, Scope, Schedule, Quality):

Option 1 above modifies the Budget constraint while keeping the other two constraints in line.
Option 2 describes the impact of the changes in the scope of the project.
Option 3 describes the ramifications if the schedule constraints do not change.

Chosen solution:

A global pandemic (COVID-19) has surfaced, and the entire project team will now be working from home. Fortunately, all team members have fully functional home offices that they relocate to when network stability issues occur. Utilizing option 1 is the most prudent solution because it will account for any cost overages while allowing the project to be completed within the scope and the planned schedule. This solution accounts for how the entire team completed the project despite being affected by the global pandemic.

Approval Signature(s) and Date(s):

Shavern Belle

Shavern Belle, Project Manager

July 22, 2023

Tom Kane

Tom Kane, Facilities Manager

July 22, 2023