

## Change Request Form

<b>Project:</b>	<u>AHI App Development</u>	<b>Change ID:</b>	<u>0005</u>
<b>Date Requested:</b>	<u>1 Aug 20xx</u>	<b>Requested By:</b>	<u>Ram Samuels</u>
<b>PM:</b>	<u>Cary Manning</u>	<b>Requestor Email:</b>	<u>RamS@AHI.net</u>
<b>Decision:</b>	<u>Pending</u> Accepted, Accepted with Modifications, Rejected, Deferred, Further Analysis Required	<b>Decision Date:</b>	<u>7 Aug 20xx</u>

**Proposed Change:** Detailed description. Focus on business needs, requirements; solution is secondary.

Two additional data feed sources have been identified. Request these data feeds be incorporated as inputs to the App. Preliminary review indicates these data feeds will add \$2500 to the project cost. Time to gain licensing and activation is estimated at two weeks.

**Reason for Change:** Focus on benefits that will accrue after the change is made. Describe why this change was not addressed earlier in the project. Who or what is driving this change?

The first data feed will provide advanced global sales data in the skin care product industry. In addition, updates are made weekly.

The second data feed will provide better demographic analytics to segment and position our products effectively.

**Impact Analysis:** Consider impact on work products, quality, schedule, scope, budget, people, resources, and other projects. List cost/benefit/ROI. Consider impacts on all groups and stakeholders. List assumptions, dependencies, and risks. Define approval levels.

**Scope:** Expanded slightly to include new data feeds.

**Schedule:** Could extend timeline by 1–2 weeks.

**Budget:** Adds \$2,500 to project cost.

**Quality/Value:** High — enhances marketing insight and decision support.

**Risk:** Low; licensing is the only dependency.

**Assumption:** Licensing can be secured in 2 weeks.

**Stakeholders Affected:** Marketing, Analytics, Product Owner.

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**Implementation Options:** Consider options to implement this change. What strategies are recommended? How will implementation impact current scope, budget, and schedule milestones?

Option 1 - Accept As Is: Add both data feeds now. Include them in the current development cycle. Project cost increases by \$2,500. Schedule may extend by up to 2 weeks.

Option 2 - Defer: Add both data feeds in a future sprint. No immediate impact to schedule or budget. Delays benefits.

**Recommendation:** Option 1 – Accept As Is to maximize business value now with minimal impact.

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**Decision:** Accept As-Is, Accept with Modifications, Defer, Reject, Further Analysis Required

Decider(s) Name:	Date	Comments/Modifications

**Decision Notes:** Reasons for Decision. Decision follow-up actions necessary.

*(Completed by PM/team)*

### Close-Out Checklist (As Applicable):

	Change Logged in Change Log (all changes, regardless of decision, must be recorded) and Posted on Project Site
	Scope Document and other Key Project Documentation Updated
	Design document, test plan, test cases, training notes, and others updated
	Schedule and budget updated
	Status Report Updated
	Change Communicated to Stakeholders