# Change Management Plan

## Syed Noman Sherazi, Mati-Ur-Rahman, Usman Iftikhar

## Version 1.0.0

| REVISION HISTORY | | | |
|---|---|---|---|
| DATE | VERSION | DESCRIPTION | AUTHOR |
| 02/18/2020 | 1.0.0 | Change management plan is prepared. | Syed Noman Sherazi |
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# 1. Introduction

Change management plan is written to deal any change in project or project team working on it. To deal with change management, best practice is version control which can be done in best way using Github. So we will be using GitHub for controlling versions of project Documents.

## 1.1 Purpose

The purpose of this document is to note down every change and communicate the change to working team and maintain the versions, so it will help to trace and record the change.

## 1.2 Changing Scope

Change in scope will only be approved if its impact factor on overall project is no more than 5%. No change will be accepted after designing phase.

## 1.3 Changing Roles and Responsibilities

Changing roles will require training to new roles, so change in role will only be approved if the new role has same background and project knowledge.

# 2. Overview

## 2.1 Current State

project documents including scope document will be changed if any change occur.

## 2.2 Future State

Any kind change will change the design documents, and code too.

## 2.3 Impact Analysis

Depending on the change, project cost may increase or decrease and also project completion time may be increase or decrease. So change will be acceptable if client is ok to accept both factors.

# 3. Communication

## 3.1 Communication Strategy

Communication strategy is written in document named as "Communication Management plan".

## 3.2 Communication Activities

Deliverables will be discussed with team members face-to-face on daily or weekly bases in University. All deliverables will be delivered to the client at the end of project on google classroom.

# 4. Implementation Plan and Objectives

## 4.1 Implementation Methods

Change will be analyzed by project manager depending on organization policies and will be delivered to project team either by Mail, or Face-to-Face in daily or weekly meetings.

## 4.2 Monitoring and Evaluation Process

Project Manager will be responsible for any change. Project and change will be monitored using PMS tool MS Project 2013 and all versions will be pushed to Version control platform Github.

## 4.3 Desired Outcome

any accept change will be documented and all related documents will be updated immediately and will be pushed to GitHub. If the change is in activities project Gantt chart will also be updated.

## 4.4 Documentation/Training Requirements

if the change need training of project team then training must be scheduled. And also if new change require new document(s) then documents must be added to the plan and deliverables.

# 5. Post-Implementation Plan

## 5.1 Monitoring Process
Project manager will monitor the whole process.

## 5.2 Evaluation Criteria
Testing and Quality assurance activities will confirm the success of change.

# 6. Organizational Change Management Team

| ORGANIZATIONAL CHANGE MANAGEMENT TEAM | | | |
|---|---|---|---|
| NAME | TITLE | DEPARTMENT | CONTACT |
| Syed Noman Sherazi | Project Manager | Management | None |
| Mati-Ur-Rahman | Developer | Development | None |
| Usman Iftikhar | Designer, QE | Quality Assurance | none |

# 7. Approval

| ORGANIZATIONAL CHANGE MANAGEMENT TEAM | | | |
|---|---|---|---|
| NAME | TITLE | SIGNATURE | DATE |
| Syed Noman Sherazi | Project Manager | Noman | 02/18/2020 |
| Usman Iftikhar | Designer, QE | usman | 02/18/2020 |
| Mati-ur-Rahman | Developer | Mati | 02/18/2020 |