

Change Request Form

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

- **Work Products:** Incorporating the two new data feeds will enhance the app's analytics functionality and improve data quality. The inclusion of advanced sales data and demographic segmentation will make the app more robust for internal and external users.
- **Quality:** The additional feeds will increase the accuracy and relevance of insights provided by the app, particularly for marketing strategies.
- **Schedule:** Licensing and activation of the data feeds will require an additional **two weeks**, potentially impacting the project's timeline.

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- **Scope:** The scope will need to expand slightly to accommodate the integration of the new data sources, which were not initially included.
- **Budget:** The project cost will increase by **\$2,500**, which fits within the contingency reserve, but requires approval.
- **People/Resources:** Additional resources may be needed for licensing, activation, and integration tasks. IT staff will be required to allocate extra time for integration and testing.
- **Assumptions:** Licensing for the new feeds will be straightforward and without delays. IT staff have the capacity to handle additional integration work.
- **Risks:** Delays in licensing could further impact on the timeline. Overloading the IT team could slow down other project milestones.

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

- Integrate both data feeds without modification.
- Budget impact: \$2,500.
- Schedule impact: 2 weeks additional time.

Option 2: Accept with Modifications

- Integrate only one data feed based on priority (e.g., the advanced global sales data).
- Budget impact: \$1,250.
- Schedule impact: 1-week additional time.

Option 3: Defer

- Postpone integration of the new data feeds to a future app release (post-launch improvement phase).
- No immediate budget or schedule impact.

Option 4: Reject

- Do not integrate the new data feeds.
- No budget or schedule impact but results in missed opportunities for enhanced analytics.

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

Decider(s) Name:	Date	Comments/Modifications
Cary Manning	April 20XX	Accept with Modifications to integrate the advanced global sales data feed first. This option balances immediate benefits with minimized schedule and budget impacts.

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

Reasons for Decision: The advanced global sales data feed provides significant value to market analysis and supports more informed decision-making for product and pricing strategies. The demographic analytics feed can be considered for the post-launch improvement phase.

Follow-Up Actions:

1. Update the project scope document to include the selected data feed.
2. Adjust the project schedule and budget to reflect the added integration work.
3. Communicate the decision and implementation plan to stakeholders.

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 documents, test plan, test cases, training notes, and others updated
	Schedule and budget updated
	Status Report Updated
	Change Communicated to Stakeholders