

CHANGE REQUEST

Project Title: Online Food Delivery System. Date Prepared: _____

Person Requesting Change: Client Change Number: _____

Category of Change:

☒ Scope

☒ Quality

☐ Requirements

☒ Cost

☐ Schedule

☐ Documents

Detailed Description of Proposed Change

The clients are requesting changes in the category of Scope, Quality and Cost. They want changes in the scope creation, in the design of mobile application, in the layout design of website, they want to add more functions in both of website and application and most importantly they want to add more security in the payment methods and risk response.

Justification for Proposed Change

The changes requested by the clients are valid in our point of view as they as they want increase in quality of the product. They want minor changes in scope as they want to add more functions and members, the change proposed by them in the design of mobile application is more user friendly, the proposed changes in the layout design of the website is approved because, this changes will make website more appealing to the customers. Further, they want modifications in the functionality of the application and website to make it more customer friendly and dynamic. The most important change proposed by them was in the payment methods and to the capacity of response to the risks, this change is very critical as it involves payment done by the customers, so to make all the payment methods as secure as possible they want to add more security patches in the payment methods.

Impacts of Change

Scope	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	<input type="checkbox"/> Modify
Description: The changes proposed by the clients will increase the scope. It will impact the scope as they want to add more functionalities in the middle of the project.			

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Requirements	<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease	<input checked="" type="checkbox"/> Modify
Description: There will be modifications in the requirements as the clients are requesting changes in the design and the layout of the mobile application and website.			
Cost	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Decrease	<input type="checkbox"/> Modify
Description: As the changes proposed by the clients to add more functions in the mobile application and website and to add more secure patches for the payment methods. This proposed changes will result in slight increase of the budget.			
Schedule	<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease	<input checked="" type="checkbox"/> Modify
Description: There will be minor modifications in the schedule of the completion of project due to the proposed changes that has to be implemented in the project.			
Stakeholder Impact	<input type="checkbox"/> High risk	<input checked="" type="checkbox"/> Low risk	<input type="checkbox"/> Medium risk
Description: The changes proposed by the stakeholders was done in time and all the changes proposed by them will be completed on decided modified scheduled.			
Project Documents			

Comments

Project Documents is important to make as this documents helps us to track the progress

of the project and it also helps us to complete our project on time and on decided budget.

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Disposition

☒ **Approve**

☐ **Defer**

☐ **Reject**

Justification

We are approving all the proposed changes made by the clients as we feel, that this changes will benefit this project and eventually it will be beneficial to all the customers and users. With the help of this changes this project will be more user and customer friendly. The mobile application and website will have modern features and functions. Further, most importantly after implementing those changes they payment method used in both of the mobile application and website will be more secure.

Change Control Board Signatures

Name	Role	Signature

Date: _____