

Change Request

Project Team: Vaibhavi Mukadam, Parina Patel, Navdeep Saini, Aishwarya Sridhar,
Chinmayee Thakur

Project Name	Creating Mind Haven
Date Request Submitted:	3/3/2021
Title of Change Request:	Length of Scope Document
Change Order Number:	1
Submitted by:	Professor Herszon
Change Category:	Scope
Description of Change Requested:	The scope document must be a minimum of 20 pages in length.
Events that made this Change Necessary or Desirable:	The professor understood the need to have a more detailed scope statement with at least 20 pages.
Justification for the Change (Why it is needed/ desired to continue/complete the project):	To ensure the document is in a professional format
Impact of the Proposed Change On:	
Scope:	None
Schedule:	2 hours additional work per person
Cost:	\$100
Staffing:	All 5 team members work 2 additional hours
Risk:	Low. The team will work overtime to ensure the page requirement is met.
Other:	None
Suggested Implementation if the Change Request is Approved:	Ensure each team member receives additional pay
Required Approvals:	
Name/Title:	Professor Herszon

Date:	3/10/2021
Approve/Reject	Approved