Standard Change Request Form

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| **Project Name** | **Git IT** | **Reference Number** | **202301** |
| **Project Manager** | Alexander Butt | **Date Requested** | 04 September 2023 |
| **Requestor** | George | **Date Required** | 01 November 2023 |

| Change Request Details |
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| 1. There has been a government announcement the means that we will have an increase to our budget of $27,000. This increase will come into effect from the 1st of November 2023. | |
| 2. Increase the Testing budget to allow for user acceptance testing of the UX/UI and more effective testing in the final testing phase. (Approximate cost: $9000) | |
| 3. Bring in a security consultant to advise and help implement improved data Protection. (Approximate cost: $5000) | |
| 4. Increased travel costs to allow for more face-to-face meetings that would help with communication and reduce the risk of misunderstandings. (Approximate cost: $1000) | |
| 5. Increase contingency in the budget to allow for more changes later in the project. This will come in especially useful if the user acceptance testing reveals any modifications we have missed. (Approximate cost: $7000) | |
| 6. Research and development(R&D) could be used to find out what would make an appealing and up to date site that would attract more users. (Approximate cost: $5000) | |

| Impact Analysis | |
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| Work products to be modified | **Version number** |
| 1. Gantt Chart Timeline will need to be updated to include: a. Increased testing  b. security consultation  c. increased travel  d. R&D | Ver 1 |
| 2. Budget will need to be updated to include: a. Increased testing  b. security consultation  c. increased travel  d. increased contingency  e. R&D | Ver 1 |
| 3. Resources will include: a. People:  1. testers  2. security consultant  3. R&D team  b. will potentially need new Software based on the security consultant's advice. | Ver 1 |

| Schedule Impact & Scope of Work | | | |
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| Deliverables Description | Effort days | **Date Required** | **Resource Required** |
| 1. More stable and user-friendly final product (with testing) | 10 | 16/02/24 | Staff (testers), Finance (+$9000) |
| 2. Improved security for data | 5 | 16/02/24 | Security consultant, Finance ($5000) |
| 3. Bigger travel allowance for meetings | 1 | 16/02/24 | Finance (+$1000) |
| 4. larger contingency budget to allow for unexpected changes to the project | 0 | 16/02/24 | Finance (+$7000) |
| 5. Improved user experience based on research findings. | 5 | 16/02/24 | Staff (R&D team), Finance ($5000) |

| Board Sign Off | | | | |
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| Board Chair: Joe Bloggs Date June 2022 | | | | |
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| Product Owner: George Tongariro Date June 2022 | | | | |
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| Finance Officer: Vijendra Singh Date June 2022 | | | | |
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| Project Manager: Alexander ButtDate June 2022 | | | | |
| Decision | | | | |
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|  | X | Approved |  | Rejected |
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|  |  | Approved with modifications |  | Deferred |
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| Justifications | | | | |
| Based on the reasoning for expenditure of the increased budget that is stated above, the client is happy to proceed. | | | | |