**Pig-e-Bank Change Management Plan**

|  |
| --- |
| 1. **Goals** |
| 1. Maintain standard process for the submission of project changes 2. Necessitate board approval for any changes to project scope 3. Ensure all changes are properly documented and monitored 4. Create a solution that serves the changing needs of the customer 5. Manage the scope, budget, and deliverables efficiently 6. Maintain quality and integrity of project |

|  |  |
| --- | --- |
| 1. **Responsibilities** |  |
| Those responsible for change management: | Their responsibilities: |
| *Project Team* | Filling out Change Request Form |
| *Project Manager and* ***at least 1 Project Sponsor*** | Approving Change Request Form |
| *Project Manager (with driving team)* | Develop Change Plan |
| *Project Manager (with driving team)* | Implement Change Plan |
| *Project Manager (with driving team)* | Change Plan Review and Follow-up |

|  |
| --- |
| 1. **Change Implementation Steps** |
| 1. Team determines that a change must be made |
| 1. Team submits change request to further discuss |
| 1. Team/ change committee determines if changes are necessary (if denied, stop) |
| 1. Team/committee submits change request to Project Manager |
| 1. PM determines if changes require additional resources (if approved, skip 6+7) |
| 1. PM submits change request to Project Sponsor |
| 1. PM determines if additional resources can be allocated to project (if denied, stop) |
| 1. Implement change |
| 1. Update project documents to accommodate change |
| 1. Continue to track changes for project duration |

|  |  |
| --- | --- |
| **CHANGE REQUEST FORM**  **Your Contact Details** | |
| |  |  |  |  | | --- | --- | --- | --- | | **Name** |  | | | | **Project Role** |  | | | | **Email address** |  | | | | **Telephone number** |  | Date of request |  | | |
| **Your Request** | |
| |  |  | | --- | --- | | **Change title** |  | | **Category** |  | | **Description** |  | | **Costs** |  | | **Licensing information** | (provide a link to a licence document or URL, if applicable) | |  |

**Reason for Request**

|  |  |
| --- | --- |
| **Justification** |  |
| **Academic purpose / Administrative benefit** |  |