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

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| 1. **Goals**
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| 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
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| 1. **Responsibilities**
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| 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 |

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| 1. **Change Implementation Steps**
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| 1. Team determines that a change must be made
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| 1. Team submits change request to further discuss
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| 1. Team/ change committee determines if changes are necessary (if denied, stop)
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| 1. Team/committee submits change request to Project Manager
 |
| 1. PM determines if changes require additional resources (if approved, skip 6+7)
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| 1. PM submits change request to Project Sponsor
 |
| 1. PM determines if additional resources can be allocated to project (if denied, stop)
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| 1. Implement change
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| 1. Update project documents to accommodate change
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| 1. Continue to track changes for project duration
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| **CHANGE REQUEST FORM****Your Contact Details** |
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| **Name** |  |
| **Project Role** |  |
| **Email address** |  |
| **Telephone number** |  | Date of request |  |

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| **Your Request** |
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| **Change title** |  |
| **Category** |  |
| **Description** |  |
| **Costs** |  |
| **Licensing information** | (provide a link to a licence document or URL, if applicable) |

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**Reason for Request**

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