

Change Control Process

Project Members:

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This change form is to be completed and processed any time there is a change in the project.

Change Request Date: March 6, 2008

Change Request No. 7

Change Request Description: Reduce the scope of the change-over phase to meet DFS' immediate needs.

Tricia and Sunshine met with DFS on March 5 and determined that DFS is so poorly organized right now that it is imperative that our change-over address the minimum of what they need now, which is to simply reorganize the space (racks, current shelving, bins, etc...). This is especially true because some of the renovation has been started (i.e. the painting). After the painting, everything was basically shoved into an area - there are no isles, and very little room for the dressers to move around. We request to adjust the scope of the change-over phase to cover the reorganizing of the current space with any donations we are able to obtain, but not dependent upon donations, as these can be obtained after the change-over and implemented as they are received.

The project will still consist of DFS sorting the back stock and handling everything outside of the view of DFS' clients.

1. Determine impact of assessing the change:

- 1.1. *How will reviewing/researching the change request impact the project scope? (Any change that impacts the scope +/- 25% must be escalated to RONDA with Dress for Success for sign-off.)*
Minimal impact.
- 1.2. *How will reviewing/researching the change request impact project costs? (Any change in budget or scope +/- 25% must be approved by RONDA with Dress for Success.)*
No impact.
- 1.3. *How will reviewing/researching the change request impact the project schedule? (Any change that impacts our ability to meet any given milestone by 5 or more business days must be escalated to RONDA with Dress for Success for sign-off.)*
Minimal impact. Research and review will translate into approximately half an hour of team discussion to ensure we all fully understand the proposed new scope.

2. Determine impact accepting the change will have on the project:

- 2.1. *How will implementing the change request impact the project scope? (Any change that impacts the scope +/- 25% must be escalated to RONDA with Dress for Success for sign-off.)*
The project scope will be slightly reduced. We will still implement the change-over and still assist DFS in improving the intake, sorting and dressing processes. However, we will not prolong the preparation phase and wait till we secure all the desired materials. Instead, our priority will be to reorganize everything that currently exists at DFS. Putting in new furniture, such as dressers, will be a secondary priority, which may or may not happen in the change-over phase, depending on what resources we end up with then.
- 2.2. *How will implementing the change request impact project costs? (Any change in budget or scope +/- 25% must be approved by RONDA with Dress for Success.)*
No change or reduced costs. Because we will limit the scope of the change-over to DFS' most urgent needs, we may not have to spend as much time as originally planned on soliciting donations for materials and furniture that are a lower priority. If we were paid, this reduction in required staff time would mean reduced costs.

- 2.3. *How will implementing the change request impact the project schedule? (Any change that impacts our ability to meet any given milestone by 5 or more business days must be escalated to RONDA with Dress for Success for sign-off.)*
Minimal change. We will be better able to meet the project schedule, because the scope of the change-over phase will be reduced and we will likely have fewer tasks to do.

3. Decision:

Accepted Rejected Deferred until (specify date or dependency that will trigger a decision).

Date Decided: 3/9/2008

4. Notification: Notify team and Executive Sponsor of decision to accept, reject, or defer. Update Project Plan as appropriate.