

Change Request Form

Fast Ride Bicycles

(James Martin)

Name of Project: Fast Ride Bicycles	Project Manager: Katy Pryde
Change Request #: 3.0	Change Requested Date: July 22, 2013
Change Requested By Name: J. Martin	Current Project Phase: Procurement

Description of Change: Find alternate vendor (Oval Wheels) to mitigate the risk of having only one supplier for the front and rear wheels. This will alleviate any future costs associated with halting production of Fast Ride bicycles and incorporate an additional vendor for high market demand.
Scope Impact: The scope of the project will only change slightly; Oval Wheels has been given the specifications for the wheels being used by Fast Ride. At this point, Oval Wheels is ensuring they can produce wheels to Fast Ride specifications.
Schedule Impact: The original schedule should not be noticeably affected by the addition of an additional vendor. Production will only affect the schedule if Roundabout cannot meet the demand of Fast Ride or cannot produce the wheels any longer.
Cost Impact: If Roundabout cannot meet demand requirements, delays in delivery will require a change of vendors after production starts, increasing costs due to retooling and fitting requirements.

Quality Impact:

The addition Oval Wheels as a wheel supplier will have no impact on the quality of bicycle produced from Fast Ride. The quality assurance and testing phase will continue to be proactive in reporting any deficiencies.

Possible Risks:

Because of contracting to Roundabout LLC. to produce the front and rear wheels, schedule delays might occur, which would lead to the possibility of not having wheels on hand or changing vendor.

Vendor/Supplier Risk – Having one vendor for supplying the wheels for Fast Ride increases the probability of the supplier not being able to keep up with the demand.

Vendor/Supplier Risk – If Roundabout cannot meet demand requirements, delays in delivery will require a change of vendors after production starts, increasing costs due to retooling and fitting requirements.

Reviewed By: Katy Pryde**Position:** Project Manager**Date:** July 22, 2013**Recommended Action: Approve or Reject:**

Approve – Only retain Oval Wheels if cost does not exceed 5% of current costs to minimize impact on budget.