

Project Change Request (PCR)

Client Name:	Tail Riders
Project Name:	Bicycle Project
Project Phase:	Implementation
Project Manager:	Lawrence Gross
Request Title:	Expedited Delivery Date
Request Date:	September 4, 2013

Reason for Change: Customer has requested to receive all 1,000 bicycles by December 17th, 2013 to fill orders for the Christmas season.

Description of Change: In order to meet the new delivery date we are taking 2 days off developing a system design and 20 days off assembly, which will allow us to meet the new delivery date.

Cost Impact: The original cost of developing system design was \$45,000 but we will need to spend \$5,000 more on labor in order to do this. The original cost of assembling the bicycles was estimated at \$88,000 in labor but to cut 20 days off assembly we will need to pay overtime and additional salaries which will increase labor cost by \$40,000. The total cost associated with this change is \$45,000.

Scope Impact: There will be no scope impact.

Quality Impact: There will be no impact to quality.

Possible Risks: Change will increase risks of project not being completed on time, safety issues on the production line, parts not arriving on time on the assembly line and personnel becoming too tired from working overtime, and the possibility of running over budget.

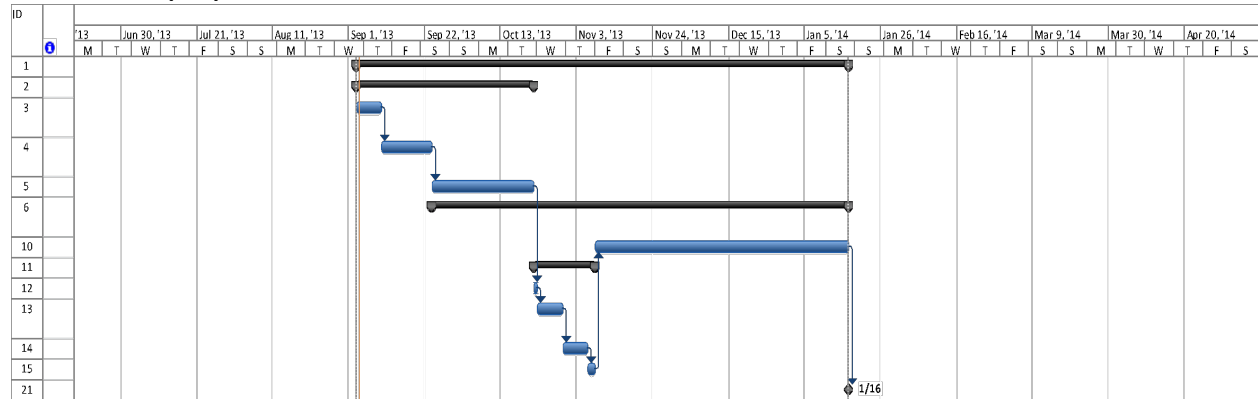
Approved ☐ **Rejected** ☐ **Deferred** ☐

Reason for Rejection or Deferral:

Project Manager:	Contracting Manager:
Name: Lawrence Gross	Name: Michael Wade
Signature:	Signature:
Date Signed:	Date Signed:

Following is the old schedule and critical path (highlighted in blue) before we crash our project showing completion date of January 16, 2014.

Critical Path (old)



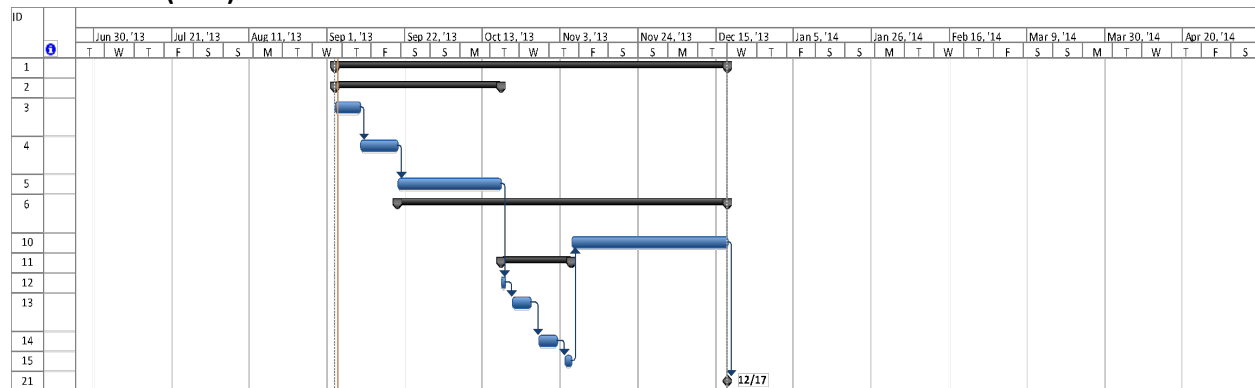
Schedule (old)

ID	Text1	Task Name	Duration	Start	Finish	Predecessors	Successors
1	1.0	Bicycle Project	98 days	Tue 9/3/13	Thu 1/16/14		
2	1.1	Bicycle	35 days	Tue 9/3/13	Mon 10/21/13		
3		Develop Requirements	5 days	Tue 9/3/13	Mon 9/9/13		4
4		Develop System Design	10 days	Tue 9/10/13	Mon 9/23/13	3	5,7
5		Design Prototype	20 days	Tue 9/24/13	Mon 10/21/13	4	12,17
6	1.2	Manufacture and Assy	83 days	Tue 9/24/13	Thu 1/16/14		
7		Allocate Floor space	2 days	Tue 9/24/13	Wed 9/25/13	4	8
8		Setup Assy Line	5 days	Thu 9/26/13	Wed 10/2/13	7	9
9		Stage Material	3 days	Thu 10/3/13	Mon 10/7/13	8	10
10		Assemble	50 days	Fri 11/8/13	Thu 1/16/14	9,15	21
11	1.3	Testing	13 days	Tue 10/22/13	Thu 11/7/13		
12		Write Test Plan	1 day	Tue 10/22/13	Tue 10/22/13	5	13
13		Acquire Test Equipment	5 days	Wed 10/23/13	Tue 10/29/13	12	14
14		Perform Test	5 days	Wed 10/30/13	Tue 11/5/13	13	15
15		Analyze Test Data	2 days	Wed 11/6/13	Thu 11/7/13	14	10
16	1.4	Data	30	Tue	Mon		

			days	10/22/13	12/2/13		
17		Gather Information	5 days	Tue 10/22/13	Mon 10/28/13	5	18
18		Document Information	10 days	Tue 10/29/13	Mon 11/11/13	17	19
19		Staff document	10 days	Tue 11/12/13	Mon 11/25/13	18	20
20		Publish	5 days	Tue 11/26/13	Mon 12/2/13	19	21
21		Project Finish	0 days	Thu 1/16/14	Thu 1/16/14	10,20	

Following is the new schedule critical path (highlighted in blue) after we crash our project showing completion date of December 17, 2013.

Critical Path (new)



Schedule (new)

ID	Text1	Task Name	Duration	Start	Finish	Predecessors	Successors
1	1.0	Bicycle Project	76 days	Tue 9/3/13	Tue 12/17/13		
2	1.1	Bicycle	33 days	Tue 9/3/13	Thu 10/17/13		
3		Develop Requirements	5 days	Tue 9/3/13	Mon 9/9/13		4
4		Develop System Design	8 days	Tue 9/10/13	Thu 9/19/13	3	5,7
5		Design Prototype	20 days	Fri 9/20/13	Thu 10/17/13	4	12,17
6	1.2	Manufacture and Assy	63 days	Fri 9/20/13	Tue 12/17/13		
7		Allocate Floor space	2 days	Fri 9/20/13	Mon 9/23/13	4	8
8		Setup Assy Line	5 days	Tue 9/24/13	Mon 9/30/13	7	9
9		Stage Material	3 days	Tue 10/1/13	Thu 10/3/13	8	10
10		Assemble	30 days	Wed 11/6/13	Tue 11/19/13	9,15	21

					12/17/13		
11	1.3	Testing	13 days	Fri 10/18/13	Tue 11/5/13		
12		Write Test Plan	1 day	Fri 10/18/13	Fri 10/18/13	5	13
13		Acquire Test Equipment	5 days	Mon 10/21/13	Fri 10/25/13	12	14
14		Perform Test	5 days	Mon 10/28/13	Fri 11/1/13	13	15
15		Analyze Test Data	2 days	Mon 11/4/13	Tue 11/5/13	14	10
16	1.4	Data	30 days	Fri 10/18/13	Thu 11/28/13		
17		Gather Information	5 days	Fri 10/18/13	Thu 10/24/13	5	18
18		Document Information	10 days	Fri 10/25/13	Thu 11/7/13	17	19
19		Staff document	10 days	Fri 11/8/13	Thu 11/21/13	18	20
20		Publish	5 days	Fri 11/22/13	Thu 11/28/13	19	21
21		Project Finish	0 days	Tue 12/17/13	Tue 12/17/13	10,20	

ORIGINAL BUDGET

WBS Element	Labor	Travel	Material	Subcontracts	ODC	Total
1.1	\$130,000		\$800		\$8,956	\$139,756
1.1.1	\$10,000					\$10,000
1.1.2	\$45,000					\$45,000
1.1.3	\$75,000		\$800		\$8,956	\$84,756
1.2	\$88,000					\$88,000
1.2.1	\$88,000					\$88,000
1.3	\$9,000	\$4,000	\$141,000	\$7,000	\$3,500	\$164,500
1.3.1	\$1,000		\$60,000	\$5,000	\$1,000	\$67,000
1.3.2	\$1,000	\$2,000	\$80,000	\$2,000	\$1,000	\$86,000
1.3.3	\$5,000	\$2,000	\$1,000		\$1,500	\$9,500
1.3.4	\$2,000					\$2,000
1.4	\$21,852	\$0	\$3,500	\$0	\$0	\$25,352
1.4.1	\$7,772	\$0	\$0	\$0	\$0	\$7,772
1.4.2	\$8,280	\$0	\$0	\$0	\$0	\$8,280
1.4.3	\$2,800		\$500	\$0	\$0	\$3,300
1.4.4	\$3,000		\$3,000	0	0	\$6,000
TOTALS	\$248,852	\$4,000	\$145,300	\$7,000	\$12,456	\$417,608

NEW BUDGET WITH CHANGED DELIVERY DATE

WBS Element	Labor	Travel	Material	Subcontracts	ODC	Total
1.1	\$135,000		\$800		\$8,956	\$144,756
1.1.1	\$10,000					\$10,000
1.1.2	\$50,000					\$50,000
1.1.3	\$75,000		\$800		\$8,956	\$84,756
1.2	\$128,000					\$128,000
1.2.1	\$128,000					\$128,000
1.3	\$9,000	\$4,000	\$141,000	\$7,000	\$3,500	\$164,500
1.3.1	\$1,000		\$60,000	\$5,000	\$1,000	\$67,000
1.3.2	\$1,000	\$2,000	\$80,000	\$2,000	\$1,000	\$86,000
1.3.3	\$5,000	\$2,000	\$1,000		\$1,500	\$9,500
1.3.4	\$2,000					\$2,000
1.4	\$21,852	\$0	\$3,500	0	0	\$25,352
1.4.1	\$7,772	\$0	\$0	\$0	\$0	\$7,772
1.4.2	\$8,280	\$0	\$0	\$0	\$0	\$8,280
1.4.3	\$2,800		\$500	\$0	\$0	\$3,300
1.4.4	\$3,000		\$3,000	0	0	\$6,000
TOTALS	\$293,852	\$4,000	\$145,300	\$7,000	\$12,456	\$462,608

The original completion date was scheduled for January 16th 2014. The new scheduled completion date after crashing is December 17th 2013. This decreased the schedule by 30 days. There was no scope change and the labor cost estimate increased by \$45,000.00. The EAC before schedule crashing was \$417,608 and the new EAC is \$462,608 as shown below with change highlighted in yellow.