Planning Process Group Artifacts

12.1 Plan Procurement Management

12.1.2 Change Request (Output)

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12.1.2 Change Request (Output): This artifact was taken from a homework assignment from PMGT 614, 4.6 Deliverable: Integrated Change Control Reporting. This assignment shows how changes requests where logged and then how to report them. This change request is an output for the Plan Procurement Management process.

Change Request Log

RC#	Description	Ref Doc	Date Rec'd	Date Submit	Amount	Status
1	Fast track	1.2/1.3	9 Apr	10 Apr	0.00	submit
2	Fast track	1.8.1/1.8.3	9 Apr	10 Apr	0.00	submit
3	crash	1.4	9 Apr	10 Apr	100.00	open
4	crash	1.5.3	9 Apr	10 Apr	100.00	open

Scope Impact/Change Evaluation

By utilizing the two compression techniques, crash and fast track, this can shorten the project duration. By fast tracking, the project team rearranged the logic of the project networks so that critical activities are done in parallel rather than sequentially. In our change request log, we fast tracked 1.2/1.3 and 1.8.1/1.8.3. This technique alone cut the duration by 1 hour or by almost 25%. In crashing we need to analyze which activities along the critical path is the least expensive. Project teams will continue to crash those items until the time cannot be reduced anymore, it creates another critical path or becomes too expensive to continue. In this project we crashed two items increasing the ODC by $200 or 6%. There are other costs associated with crashing. The critical path becomes more sensitive and certain risk factors can increase. In this project, we assigned additional resources (manpower) to various activities in an attempt to finish

quicker. It may take extra time to get manning up to speed. Also they may not be qualified which could have an effect on the integrity and quality of the assembled bike.

By compressing the schedule, this shortens the duration, however project teams need to be aware of the costs and risks associated with it. As project managers, it is imperative to weigh the pros/cons of compressing a schedule and prioritize what needs to be done, resource constraints and customer demands (Larson and Gray, 2014).

Stakeholder Report: Report 'UP'

The purpose of this informative report is to report 'up' to stakeholders and customers to provide information and communicate effectively on all changes so they can make the appropriate decisions during the project life cycle.

One of the keys in preparing a change request log is to know your customers. When project teams are preparing and shaping their change request logs, they need to know if their customers have any special needs or requirements. These items should be incorporated into their forms (Dow and Taylor, 2015). In reporting from a change request form, it is a good practice to have supporting information about how the change requests are impacting project health. For example if the project budget is over budget by 50%, and there are 20 approved change requests that are causing that overage. These figures together helps in review. When reporting up to customers and stakeholders, project teams need to provide the whole picture. When requesting changes to the schedule, budget or scope, managers need to establish why changes are happening and what benefits you can come from implementing these changes. Ultimately, the objective is to continuously add value to the project and communicate effectively through the chain of command opportunities and risk.

Stakeholder Reports: Report 'DOWN'

This report is to direct and communicate with stakeholders and the project team. Specifically in controlling and managing on the work being done and what changes need to be implemented. The Group 2 bike project, there were changes that took place to the schedule to get the project done quicker. There were no resource constraints, so manning could be added to various activities in order to cut time. Tools that can be used to report 'down' to stakeholders. The project status report is an essential part of communicating with stakeholders. A well-written report will inform anyone who reads it exactly what has been done, what needs to be done, what is being waited on, and what problems are there are.

The plan of record contain all recorded approved changes. This plan serves as a change management benchmark for future change requests as well as the baseline for evaluating project progress (Larson and Gray, 2014). This must be integrated and coordinated with the WBS. In reporting up or down, the key to success is attention to detail. Report and document everything.

Reference List

Larson, E.W. and Gray C.F. (2014*). Project Management: The Managerial Process (6th ed.).* New York, NY: McGraw-Hill.

Dow, W. and Taylor B. (2015) *Project Management Communication Tools*. Dow Publishing LLC. Renton, WA