**Executing Process Group Artifacts**

9.4 Manage Project Teams

9.4.3 Change Request (Output)

PMGT 690, ERAU, Prof. Sherman

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Deliverable: Procurement Management Plan

by

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PMGT 614

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**9.4.3 Change Request (Output):** This artifact was taken from the group project from PMGT 614. The change request illustrates as stated in the PMBOK 5th ed, any changes that come about relating to the project. The example that was given was a procurement change, however utilizing the change request can also provide any staffing changes that could surface. Staffing changes may include moving people to different assignments, outsourcing work or replacing members who leave (pg. 284). What is paramount is change requests provides a description of the change and how it can affect different aspects of the project. This needs to be communicated with the project team and all key stakeholders.

Change Request

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| --- | --- |
| **Name of Project**: Group 2 Bicycle | **Project Manager**: Matthew Holtan |
| **Change Request #**: CR02 | **Change Request Date**: April 23, 2017 |
| **Change Request by Name**: Customer | **Current Project Phase**: Procurement |
| **Description of Change**:  Sponsor has requested that training wheels be added to the bicycle. We will be purchasing one set of black, adjustable training wheels (item number #TW12345) and install to current bicycle. | |
| **Scope Impact**:  Our client has requested a change in their order to include installation of adjustable training wheels. Item #12345 meets all the customer’s requirements and will meet all Group 2 bicycle requirements for quality and fit. | |
| **Schedule Impact**:  There will not be an additional change to the schedule. Per last change request, customer requested that the bicycle be completed as soon as possible. The training wheels that will be ordered have a required delivery date of April 28th 2017 to allow for the completion of the bicycle no later than the previous delivery date. | |
| **Quality Impact**:  The training wheels will meet all Group 2 bicycle requirements for quality. The quality of the finished product will not be impacted by the addition of the training wheels to the bicycle. | |
| **Possible Risks**:   * Training wheels not being delivered by the required delivery date of April 28, 2017. * Less direct control over subcontract processes. * The quality of finished product may suffer if subcontractors do not complete the task properly. | |
| **Reviewed by**: Project Team | **Position**: Approval by Group 2 Project Manager |
| **Recommended Action**: Approve or Reject | **Approve** |