

Change Control Request

From PMGT611

By

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Embry-Riddle Aeronautical University Worldwide

PMGT 690

June 25, 2017

Team 1 Team Project Part 1

by

Team 1:

Brian Abbott

Amanda Bartel

Areal Heath

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Embry-Riddle Aeronautical University Worldwide

PMGT 611

**Appendix B**

Project Name:	
Change Title: Modify Organizational Structure	Change Request #: 1
Affected Item (WBS Element): N/A	Request Date: 2 July 2017
Change Requested by (name):  Jeffery Smith	Project Manager (name):  Troy Stempfley
Phone #: 123-456-7890	Phone #: 234-567-8901
Email: guessshow@msn.com	Email: idontknow@gmail.com
<p>Proposed change:</p> <p>Add an Information Technology Project Manager (ITPM) to the staff equal in level with the Assistant Chief Information Officer. And reformat reporting alliances during project activities</p>	
<p>Rationale for Change:</p> <p>Upcoming IT requirement and past failure in IT office to complete projects adequately.</p>	
<p>Scope Impact:</p> <p>Increase manning at staff level by one Person.</p>	
<p>Schedule Impact:</p> <p>Allow the ITPM greater choice of persons for projects based on skill level.</p>	
<p>Budget Impact:</p> <p>Initial \$125K salary, \$50K for hiring process</p> <p>Should eventually have a negative impact when Projects begin to be completed.</p>	

**Potential Risks:**

ITPM ineffective if the rest of management resists.

Disposition: **Approved** or not approved

**Rationale:**

- IT projects are not managed correctly and do not finish on time
  - 24% of all projects were cancelled before they are completed,
  - 44% of projects were late, over budget, and/ or missed meeting performance requirements
  - 32% of projects were delivered on time and within budget

**Implementation Plan:**

See proposed 18 page document attached.

Change implementation assignee: Jeffery Smith

**Resources required**

Personnel: 3

Budget: \$175,000

Other (equipment, etc....):

Targeted completion date for project plan to be updated with the changes: 4 Weeks from approval

Change Reviewers Name/Signatures

CCB Rep: \_\_\_\_\_ Signature \_\_\_\_\_

CIO: \_\_\_\_\_ Signature \_\_\_\_\_

Documented and cataloged on (Date): \_\_\_\_\_

**Appendix C****ITD Sponsor Acceptance Form****Project Identification:** ITD Reorganization Project**Major Deliverables:**

- ITD organizations problem analysis paper
- Analysis of strengths and weakness
- New organizational chart with written evidence supporting the new structure
- Roles and responsibilities for new structure with revised position descriptions
- Mission state and statement of objectives for the new organization
- Conflict resolution plan
- Communication plan
- Decisions and conflict resolution policy
- Departments Trained on New Data input criteria and Procedures
- Publish processes and lessons learned

**Explanation of Deviations from Project Plan:****Budget Adjustments:****Project Time Constraint:** Completed Early by\_\_\_\_, Meet Constraint, Exceeded Time by\_\_\_\_

The above project is accepted by those whose signatures appear bellow. All further responsibility on said project, other than as outline in prescribed written agreements, belong to those who accepted the project.

X\_\_\_\_\_Date\_\_\_\_\_

(University President)

X\_\_\_\_\_Date\_\_\_\_\_

(Chief Information Officer)

X\_\_\_\_\_Date\_\_\_\_\_

(Assistant CIO)

X\_\_\_\_\_Date\_\_\_\_\_

(Director of Applications)

X\_\_\_\_\_Date\_\_\_\_\_

(Director of Network & Communications)

X\_\_\_\_\_Date\_\_\_\_\_

(Director of PC Support)