

Project Change Request: Bicycle Project

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Procurement Management Plan

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## Part 2: Project Change Request

### Change Request

The team received, evaluated, and approved the change request regarding the addition of a training wheel set. The evaluation determined the best course of action was to procure an aftermarket training wheel set and add to the existing work breakdown structure (WBS) (*Figure 2*) and the schedule (*Figure 3*). The completed Change Request Form is shown in Figure 1.

<b>Project Change Request Form</b>		
<b>Name of Project:</b> BICYCLE	<b>Project Manager:</b> Kristin Dexter	
<b>Change Request #:</b>	<b>Change Request Date:</b> 26-Jun-17	
<b>Change Requested by Name:</b> Customer	<b>Current Project Phase:</b> Initiation	
<b>Description of Change:</b> Customer requests the final product configuration be adjusted to add training wheels. The training wheels must have: <ol style="list-style-type: none"> <li>1. Supports made of steel that are capable of holding the bicycle upright for up to a 150 lbs rider. This weight requirement is to ensure that sharp turns of the bicycle will not exceed the ultimate failure load of the support structure for the intended rider.</li> <li>2. Must be able to be removed by the customer with minimal tools.</li> <li>3. The wheels should be able to withstand constant use for up to two years with minimal maintenance and without excessive wear.</li> <li>4. Should attach to the bicycle minimizing interference with the riding ability, but provide sufficient support for the rider.</li> </ol>		
<div style="display: flex; justify-content: space-between;"> <span>Original completion date:</span> <span>Revised completion date:</span> </div>		
<b>Scope Impact:</b> The scope will change with the addition of the additional component. Project schedule will change requiring additional changes to the project documents.		
<b>Cost Impact:</b> The cost of the project will change as the procurement of the materials to create the training wheels is determined.		
<b>Quality Impact:</b> The quality level of the product will remain unchanged.		
<b>Possible Risks:</b> The possibility of failing to meet the new time line. Costs will exceed the planned budget. Schedule delays due to integration problems.		
<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <b>Reviewed by:</b> Kristin Dexter         </div> <div style="width: 30%;"> <b>Position:</b> Project Manager         </div> <div style="width: 30%;"> <b>Date:</b> 2-Jul-17         </div> </div>		
<b>Recommended Action:</b> APPROVE		

*Figure 1: Training Wheel Change Request Form*

## Updated WBS

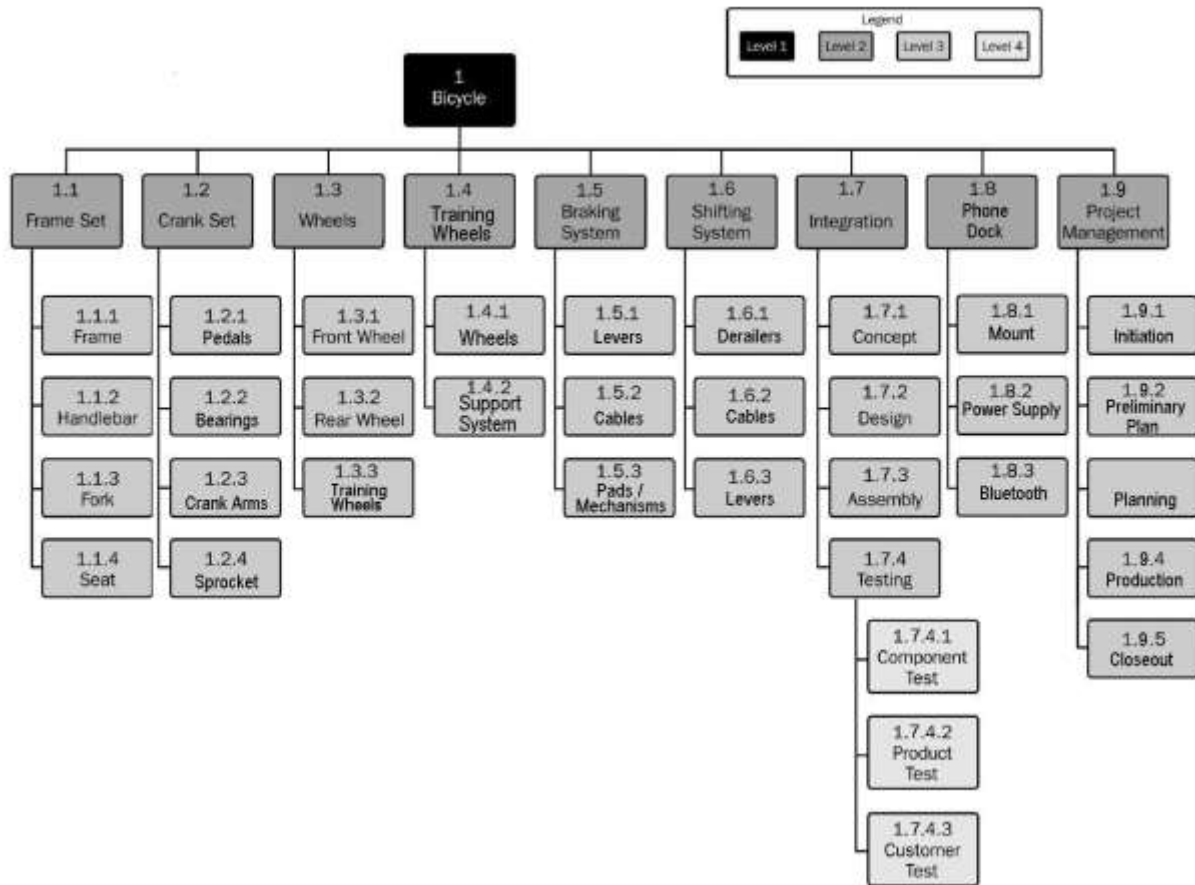


Figure 2: Updated Work Breakdown Structure w/ Training Wheels

## Schedule

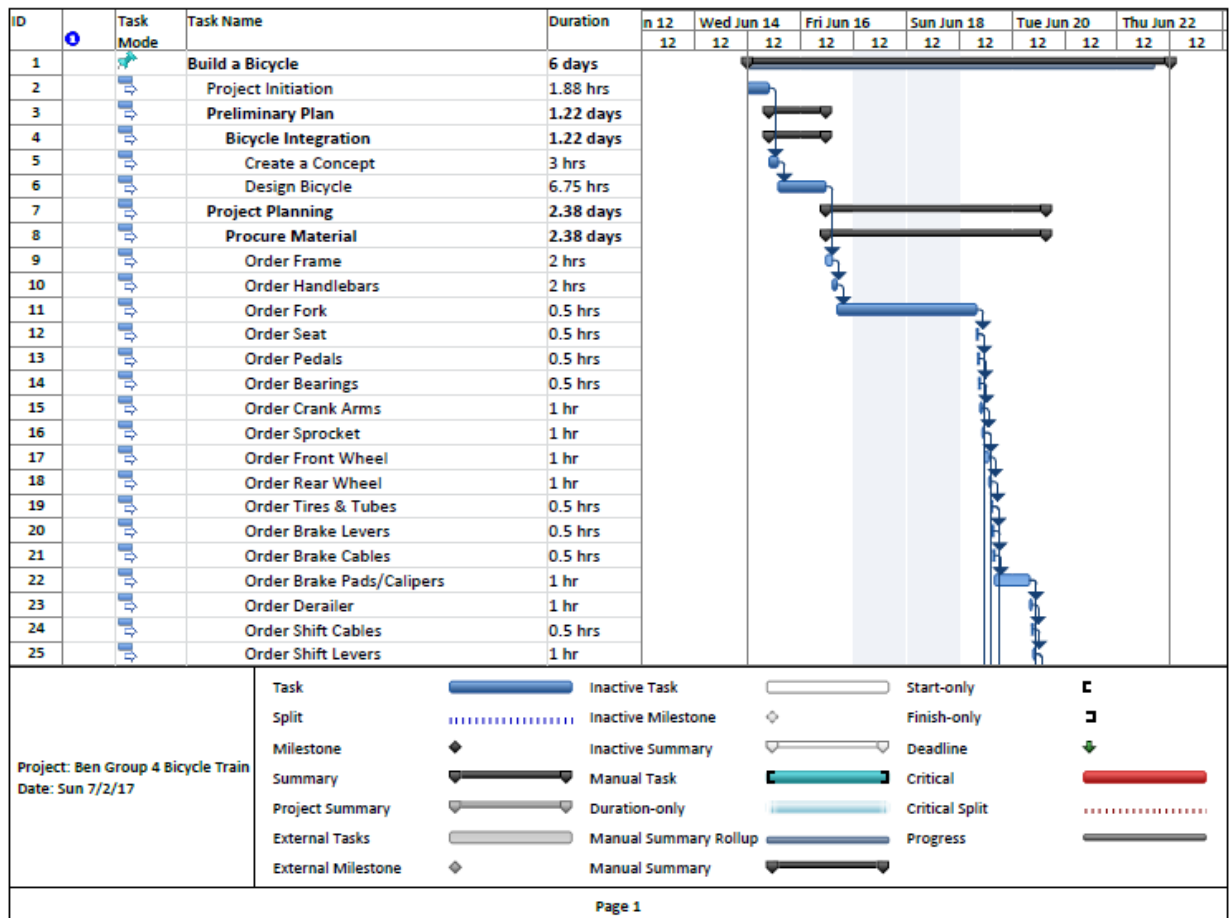


Figure 3 Part 1: Updated Schedule with Training Wheels

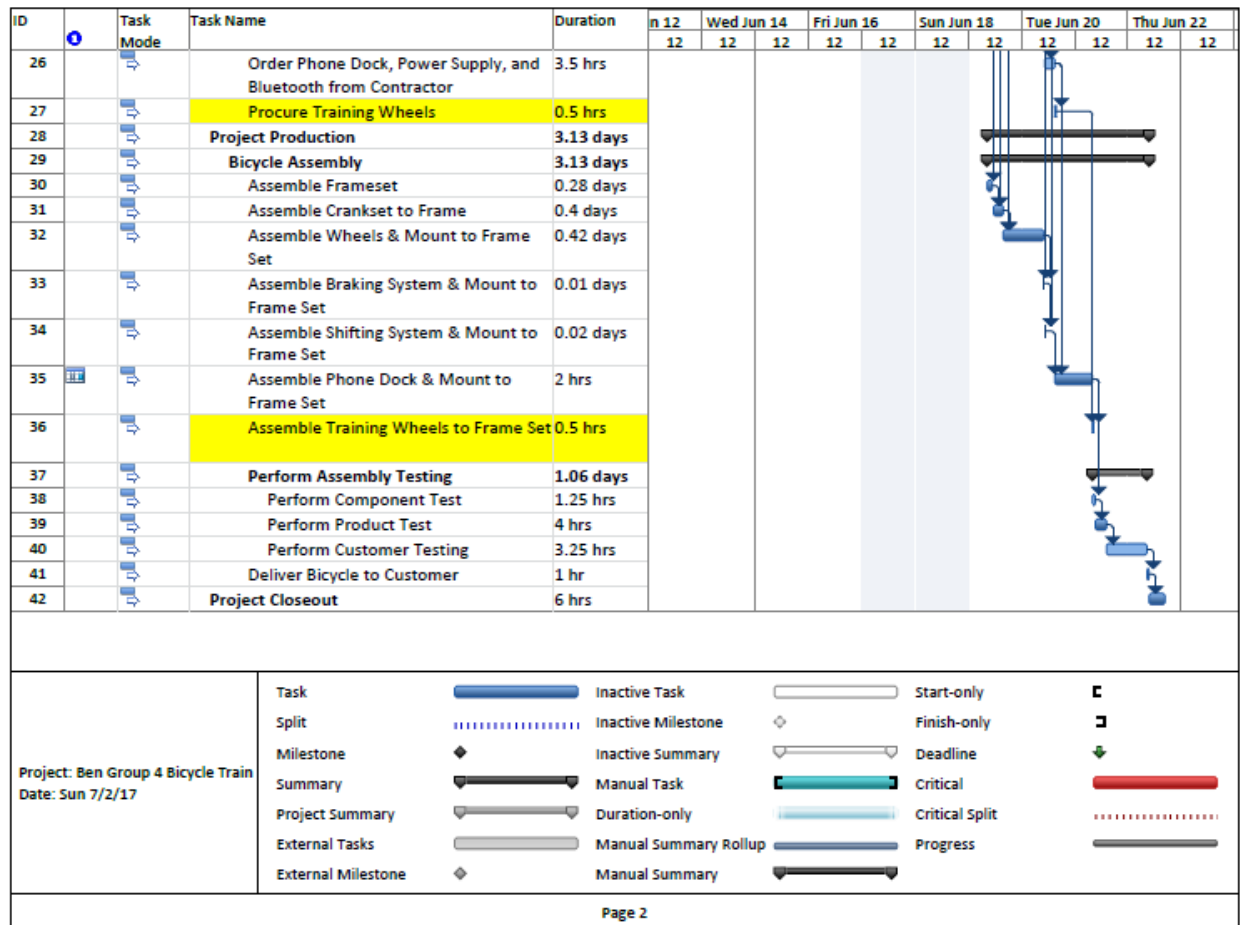


Figure 3 Part 2: Updated Schedule with Training Wheels

## Budget

The project team has no immediate concerns for the additional 30 minutes of assembly time required for the added deliverable. The increase in materials by 39% was cause for alarm, the type of wheels required to meet the stakeholders requested changes were \$117. However, the final increase to the budget for labor and materials is only two percent, making this a low risk change.

WBS		Labor Hours			Expenses					
WBS No	WBS Element	Before Crash Hours	After Crash Hours	Crashing Costs	Labor	Travel	Materials	Subcontracts	Other Direct Costs	Totals
1.1	Frame Set	0.52	0.52	\$ -	\$ 3.77	\$ -	\$ 75.92	\$ -	\$ 5.00	\$ 84.69
1.2	Crank Set	0.18	0.18	\$ -	\$ 1.31	\$ 439.00	\$ 28.79	\$ -	\$ 15.00	\$ 484.10
1.3	Wheels	0.13	0.13	\$ -	\$ 0.94	\$ 439.00	\$ 38.79	\$ -	\$ 10.00	\$ 488.73
1.4	Training Wheels	0.00	0.50	\$ -	\$ 3.63	\$ -	\$ 117.00	\$ -	\$ -	\$ 120.63
1.5	Braking System	0.18	0.18	\$ -	\$ 1.31	\$ 439.00	\$ 16.98	\$ -	\$ 10.00	\$ 467.29
1.6	Shifting System	0.23	0.23	\$ -	\$ 1.67	\$ 439.00	\$ 17.11	\$ -	\$ -	\$ 457.78
1.7	Integration	18.25	14.25	\$ 10.00	\$ 71.25	\$ 1,649.00	\$ -	\$ -	\$ -	\$ 1,720.25
1.8	Phone Dock	9.65	2.00	\$ 27.73	\$ 14.50	\$ 439.00	\$ 6.16	\$ 250.00	\$ -	\$ 709.66
1.9	Project Management	15.14	10.14	\$ 12.50	\$ 50.70	\$ 1,649.00	\$ -	\$ -	\$ -	\$ 1,699.70
Totals		44.28	28.13	\$ 50.23	\$ 149.08	\$ 5,493.00	\$ 300.75	\$ 250.00	\$ 40.00	\$ 6,283.06

### Procurement Letter of Correspondence



### **References**

Larson, E. W. & Gray, C. F. (2014). *Project Management: The managerial process* (6th ed.).

New York, NY: McGraw-Hill

Project Management Institute. (2013). *A guide to the project management body of knowledge*

*(PMBOK® Guide)* (5th ed.). Newtown Square, PA: PMI