

Project Name: Financial Management Database Development

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Date: 23 May 2012

Changes are being made to the following:

	Project Charter		Project Management Approach
X	Scope Statement	X	Work Breakdown Structure
X	Performance Measurement Baselines		Major Milestones and Target Dates
X	Key Staff		Risk Management Plan
X	Scope Management Plan		Schedule Management Plan
	Cost Management Plan		Quality Management Plan
	Staffing Management Plan		Communications Management Plan
X	Risk Response Plan		Procurement Management Plan

Type of change:

X	Scope		Time		Cost		Quality
	Communications	X	Resources		Risk		Procurement

Areas impacted:

x	Scope	x	Time	x	Cost	x	Quality
x	Communications	x	Resources	x	Risk	x	Procurement

Changes to Supporting Detail? (explain):

Description of Changes being made:

1. The addition of the web portal to the scope of the project.

Risk Issues Prompting Changes:

- Change by the client. No related risk

Corrective Action:

- The addition of the web portal interface to scope.
- The addition of development of web portal to project schedule, ensuring it is completed before the commencement of internal staff testing.
- Addition of \$52,000 cost for development.
- The addition of internal audit tool to QA development of web portal.
- Modification of the communications process, so web developer provides weekly reports to the project team and all website related issues are directed to the developer for rectification.
- The addition of web security related issues to the risk register.
- The new contract set up for the web design developer.

2. The addition of three new C++ developers to project team to ensure the project is delivered on time.

Risk Issues Prompting Changes:

- The project not being delivered on time.

Corrective Action:

- \$20,000 extra cost for wages of three new staff.
- New staff must be C++ proficient.

Stakeholders being notified:

Name/Title:	Signature:	Date:
Name/Title:	Signature:	Date: