

**Project Change Planning**

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|-----------------------|---------------------|
| <b>Project Name:</b>  | XYZ Computer System |
| <b>Prepared By:</b>   | Mary Jones          |
| <b>Version #:</b>     | 1                   |
| <b>Date Prepared:</b> | 02/01/09            |

| State    | Current Status Quo  |
|----------|---|
| <b>A</b> | XYZ has a legacy information system which was developed in house over a long period of time. The staff is very familiar and comfortable with the old system, but they recognize its limitations and understand the need for a new system to be implemented. |

| State    | Deliverables Included   | New Status Quo  | Areas Impacted   | Learning Activities   |
|----------|---|---|--|---|
| <b>B</b> | State B is defined by the completed implementation of Milestone 1 – the Display division – on 02/01/10. | The staff in the Display division will now be using the new system and will have a different workflow.<br>The IT department will now be supporting both the old legacy system and the new system.<br>The new order entry configurator will be in place and the order entry process will be changed. | All staff in the Display division along with the IT department and sales team. | Each department will be given training on the new system specific to their job needs. This will be done in a classroom environment equipped with workstations accessing the new system training accounts. The training will be done by the project team member from each department. Specific attention will be given to the workflow changes so the staff will become aware of the new environment asap to alleviate any job related concerns.<br>The project team department reps will prepare detailed training plans and schedules. A “day-in-the-life” demonstration of working within the new system from order entry to product shipment will be prepared to show how it all ties together. Information as to project progress and training plans will be posted on the intranet project web site. |
| <b>C</b> | TBA 08/01/09  |   |  |   |