

Project Scope Change Request

Project Name: XYZ Computer System

Part A – Requestor Section	
Control No.	1
Date Submitted:	02/01/09
Submitted By:	Stan Brown
Division:	Displays
Department:	Materials Management
Process or Product:	Inventory control
Change Description:	Add bar code labelling to initial implementation project
Business Drivers:	Reduce workload in warehouse
Business Impact:	Less manual data entry.
Change Benefit:	Improved inventory record accuracy
Impact If Not Done:	Require additional headcount.
Relating Documentation:	N/A
Part B – Reviewer Section	
Date Reviewed:	02/02/09
Reviewed By:	Ken Owtrim
Reviewers Role:	Project Manager
Other Project Impacts:	none
Issues:	Added functionality to review, implement and test
Risks:	None – functionality already part of new software application.
Resources Required:	Purchase hand held bar code readers
Schedule Impacts:	minimal
Systems Impacts:	None - will work with XYZ systems
Documents Impacted:	Will need to add to business requirements analysis and update project plan for analysis, implementation and test time.
Cost Estimate:	
Internal Labour Cost:	
Contractor Cost:	
Vendor Cost:	
Material cost:	Less than \$5000.
Travel Cost:	
Other Cost:	
Contingency Amount:	
Total Estimated Cost:	\$5000.
Financial Comments:	Can be contained in existing project contingencies

Part C – Decision Maker Section	
Decision Date:	02/03/09
Decision Maker:	John Smith
Decision Maker's Role:	IT director
Approved:	Yes
Rejected:	
Deferred:	
Comments:	Minimal increase to costs, does not impact major project timelines, benefits of reduced staff requirements in warehouse.