### Project Change Control

**Project Title:** Web Content Management System  
**Prepared By:** David Turner  
**Date:** 5/7/2009

<table>
<thead>
<tr>
<th>Type of Change:</th>
<th>Date Approval Needed:</th>
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| ☒ Other (describe):  
Change in project management role | 5/11/2009 |
| ☐ Scope | 5/4/2009 |
| ☐ Schedule | |
| ☐ Cost | |

**Date Change Must Be Active:** 5/4/2009

### Description of Change:
With Ann Berry-Kline’s departure, we need to fill the role of project manager for this critical project. After working with Mark Cianca to review available candidates, I have proposed Leslie Geary to take on this role. Effective Monday (5/4), I asked Leslie to take on these responsibilities to keep the project moving forward.

Leslie is aware that this is among the highest visibility projects on campus. As described below, she is prepared and up to the task – nonetheless, we are both aware that a project review may be called for at the end of the fiscal year, at which time this change may be revisited along with overall project strategies.

Considering the urgency of this change and the commitment to review the decision in two months, my request is that this change be considered pre-approved.

### Deliverables (Objectives) Affected:
No deliverables are directly affected by this change, although the indirect impacts affect all deliverables. As of this transition, the project status is red, with a number of outstanding schedule, scope, and strategy issues that need to be addressed. Leslie will need to propose mitigations to bring the project back to green – these will come in a future change control form.

### Anticipated Effect of Change:
- If this change is implemented, the project will move forward under new management. We will proceed with schedule mitigations and strategy development as planned.
- If this change is not implemented, we will need to recruit another candidate (the project cannot succeed without someone assigned to this role). All other candidates have pros and cons associated with them, the most significant of which in each case is additional time to get up to speed. Therefore an immediate effect of not implementing will be additional project delays.

### Justification/Cause of Change:
- Leslie has been intimately involved with project strategy, planning, and execution since the inception of this work, and is well prepared to execute against existing plans.
- Due to her extensive work on requirements gathering and analysis, Leslie is currently the campus expert on the functions, features, and issues of web content management systems – this will be invaluable during the implementation and migration work.
- As a member of the Project Management Office, Leslie is ideally placed to:
  - Assist in integrating deliverables with other projects in the Web Presence & Services Program
  - Adhere to the ITS Project Management Methodology throughout the execution of this project
  - Continue momentum, practices, and management of resources previously established in this project
- Leslie is confident and eager to take on this work, and I am confident that she will succeed.

### Cost of Change:
- No funding resources are affected by this change.
- The project timeline is not directly affected – it is already in red status, so this change can only help to bring the project back on schedule.
- The primary resource impact of this change is the loss of Leslie’s availability as an analyst on this project – she has excellent analytical and research skills that have been critical in this work, and as project manager she will have less time available for these activities. We can mitigate this impact, but it is worth noting.

### Alternative Solutions:
- If this change request is not approved, I will seek to recruit another individual to act as project lead. There are a few options, each with pros and cons based on availability, project needs, and skill set.
Notification Review: (Who needs to be notified?):

- Notification of this change has already gone out to a broad audience, including the project team, project sponsors, program leadership, sub-teams, and key stakeholders. With Ann’s rapid departure and the precarious state of the project, this was considered to be a necessary announcement to maintain momentum and reduce anxieties for the project team and major stakeholders. At this time, additional notification is not required unless the change is rejected.

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<th>To Be Completed by Appropriate Manager</th>
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<tbody>
<tr>
<td>Reviewed and Approved By:</td>
<td>Reviewed and Approved By:</td>
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<tr>
<td></td>
<td>David Turner (Program Manager)</td>
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<td>Project Sponsor:</td>
<td>Project Manager:</td>
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