**FAS/HUIT Project Review Board Change Management**

# Policy

Projects funded by FAS must submit change requests for review and approval whenever significant or material changes occur or are predicted in the areas of:

* **Architecture or technical solution**
* Examples: change of selected vendor, changes in software or deployment architecture.
* **Scope, Deliverables, Benefits** – material reduction or increase in scope or deliverables
* **Total Estimated Cost –** materialincreases in total estimated costs
* **Budget/spend plan –** changes of planned spend from one fiscal year to another year

The project manager is accountable for maintaining project documentation regarding changes, gaining sponsor approval and submitting project change requests. The project manager must gain approval from the project sponsor and the Project Change Review team (see below) before any material changes are made to a project.

# Change Review team

The HUIT Director of Administrative Systems (or Managing Director of Academic Technology Services for TLR) is responsible for reviewing submitted requests for material changes on FAS-funded projects. The Associate Dean for Administrative Operations will review and approve the requests. Both reviewers will analyze change requests and consult with subject matter experts and affected stakeholders as needed.

Please copy the table below into an email and fill in the appropriate sections.

Project Change Request

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Project:** | | | **Project Manager:** |
| **Date of Request:** | | | **Sponsor(s):** |
| **Date of Impact:** | | |  |
| **Type of Change *(Check all boxes that apply)*** | | | |
| Scope Increase/Decrease  Benefits Change  Deliverables Change  Architecture/Technology Change | | End Date Change  Cost Increase  Fund Rollover *(Move of Scheduled Spend from this fiscal year to next fiscal year)*  Fund Rollback *(Move of Scheduled Spend from next fiscal year to this fiscal year)* | |
| **Description of Change:** |  | | |
| **Impact of the Change:** |  | | |
| **Why is this Change Necessary?** |  | | |