

# PROJECT SCOPE CHANGE MANAGEMENT PLAN

Clark County School District

Report date: June 28, 2013

## **Objectives:**

Change Management Guidelines

Roles and Responsibilities

Change Management Process

## CCSD SIS PROJECT SCOPE CHANGE MANAGEMENT PLAN

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# Document Change Control

The following is the control for revisions to this document.

Version	Date of Issue	Author(s)	Brief Description of Change
1.0	4/20/2013	Kelvin Beck	Original document template
1.1	5/14/2013	Kelvin Beck	Incorporated changes requested by CCSD PM (inserted words in last paragraph under general overview on page 5, added requirement under guidelines on page 6, word additions and corrections on pages 7 and 8
Final	5/30/2013	Kelvin Beck	Made final tweaks for tollgate
Revision 1	6/7/2013	Kelvin Beck	
Revision 2	6/19/2013	Greg Halopoff, Kim Boyle	Final review and edits

## Definition

The following are definitions of terms, abbreviations and acronyms used in this document.

Term	Definition
CCSD	Clark County School District
EBT	Employee Business Training
ICDE	Infinite Campus District Edition
SIS	Student Information System
SME	Subject Matter Experts

## CCSD SIS PROJECT SCOPE CHANGE MANAGEMENT PLAN

## General Overview

Project Scope Change management procedures are typically intended to formalize requests for changes during the life of an implementation project including scope, product functionality and product deliverables that may have a major effect on the project budget, staffing changes, and schedule adjustments.

The project scope change management process assesses the impact, cost, benefit and risk of proposed changes. Once a change has been requested, the Project Steering Committee will work together to understand the change request and its justification, consider alternative options if possible, and make the decision if the change is required to be submitted to the CCSD and Infinite Campus Executive Sponsors.

Once all deliverable documents have been approved by the Executive Sponsors (see the **Deliverable Documents** section below) any major changes must be submitted via this process. A major change is considered to be a change that has a significant impact on the project schedule, budget or has the potential to delay key implementation milestones.

Project Scope Change Management will help to ensure standardized methods, processes and procedures are used for all changes during the CCSD implementation project, facilitate efficient and prompt handling of all changes, and maintain the proper balance between the need for change and the potential impact of changes on the schedule, resources and budget.

## Objective

The objective of a change management process is to ensure that standardized methods and procedures are used for efficient handling of all major changes, in order to minimize the impact of project scope change-related incidents and to improve day-to-day operations during the implementation.

The main goals of change management include:

- Prevent and/or minimize disruption of services (i.e., trial data conversions, training, planning, development, etc.)
- reduce the need to change major project milestones
- ensure the best economic utilization of resources involved in the change

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# Scope Change Management Guidelines

The Project Steering Committee will work together with all of the necessary resources both at CCSD and Infinite Campus to define the requirements for the following areas:

- Gap analysis
- RFP enhancement requirements identified in gap analysis
- Functional processes
- Custom developments
- Data conversion processes
- Training requirements

## Deliverable Documents

The following deliverable documents are subject to the change management process:

- Governance Plan
- Organizational Change Management and Communication Plan
  - Infinite Campus Practice and Procedure Recommendations
- Project Scope Change Management Plan
- Risk Management Plan
- Professional Development and Delivery Plan
- Data Conversion Plan
- Hosting & Infrastructure Plan
- Support Plan

The following documents are used to govern changes:

- Change Request Form
- Enhancement Specification

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# Roles and Responsibilities

## CCSD SIS Project Executive Committee & CCSD Project Manager

- Submit change requests to Infinite Campus Project Manager
- Organize and perform the timely and adequate evaluation of changes in terms of the impact(s) on project deliverables and constraints
- Track and facilitate the timely evaluation of change requests
- Track and facilitate timely decisions on changes
- Communicate changes to CCSD stakeholders
- Incorporate changes into the appropriate project documents

## Infinite Campus Project Manager

The Infinite Campus Project Manager is responsible to:

- Receive and process change requests from the CCSD Executive Committee and CCSD Project Manager
- Monitor project and recognize changes that result from realized risks and issues
- Track and facilitate the timely evaluation of change requests
- Track and facilitate timely decisions on changes
- Organize and perform the timely and adequate evaluation of changes in terms of the impact(s) on project deliverables and constraints
- Outline options and recommend courses of action and priorities for changes
- Ensure that appropriate expertise is brought to bear in the evaluation of all changes
- Apply their particular expertise and judgment to the evaluation of changes assigned
- Develop options and recommend courses of action for changes
- Request further evaluation if insufficient information is available to support the decision
- Incorporate changes into the appropriate project documents
- Communicate changes to Infinite Campus project team resources
- Report change management activity

## Change Requestor

The change requestor is any key stakeholder (both CCSD and Infinite Campus resource) that may request a project change in accordance with submittal process indicated below.

## Project Steering Committee

The Project Steering Committee is responsible to:

- Initiate, approve, reject, or park change requests
- Organize and perform the timely and adequate evaluation of changes in terms of the impact(s) on project deliverables and constraints
- Outline options and recommend courses of action and priorities for changes
- Ensure that appropriate expertise is brought to bear in the evaluation of all changes
- Apply their particular expertise and judgment to the evaluation of changes assigned
- Develop options and recommend courses of action for these changes

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- Request further evaluation if insufficient information is available to support the decision

### **CCSD and Infinite Campus Executive Sponsors**

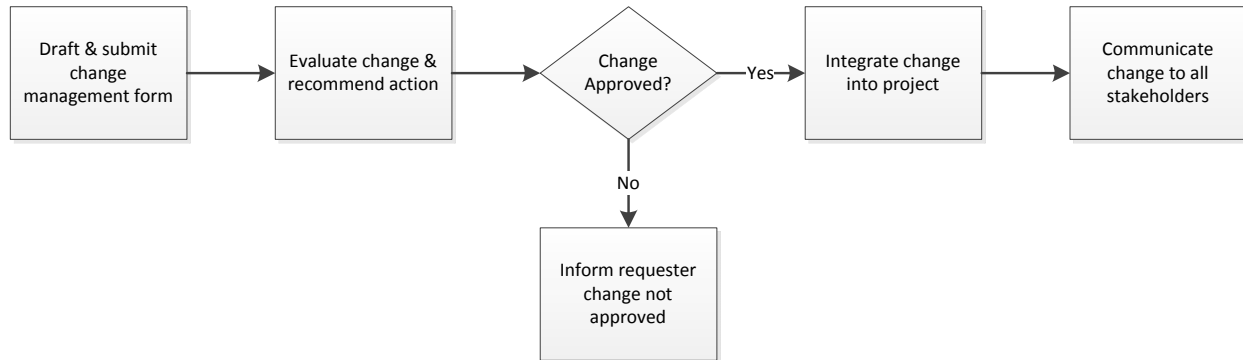
- Serve as escalation point in the event the Project Steering Committee requires a decisions or reaches an impasse



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# Project Change Management Process

For each requested change, the following process will be followed:



## Submittal

A change request resulting from a realized risk or issue will be documented by the CCSD Executive Committee, CCSD Project Manager or Infinite Campus Project Manager via the Change Management Form. The completed Change Management Form is then submitted to the Project Steering Committee for review.

## Evaluation

Once the Change Management Form is received, the Project Steering Committee evaluates the requested change. Unless otherwise noted, change requests will be evaluated within one week of submission to the evaluators. Time sensitive changes should be evaluated with one business day. If additional information is required to evaluate the request for decision, further information may be requested.

## Decision

The primary decision regarding the recommendation of the change request will be the responsibility of the CCSD Executive Committee and Infinite Campus Project Manager as soon as possible but no later than two weeks of submission (if possible). Again, further evaluation details may be requested by the evaluators. If the change requires escalation, it will be submitted by the Project Steering Committee to the CCSD and Infinite Campus Project Sponsors for their evaluation and final decision.

## Integration

The CCSD Project Manager and Infinite Campus Project Manager will update appropriate project documentation as changes are approved. All project documentation that has been affected by any approved change request will be redistributed to all appropriate CCSD and Infinite Campus stakeholders.

## Communication

Appropriate CCSD and Infinite Campus stakeholders will be notified of changes as they are approved either through email or via project status reports (as required). A summary of recent changes will be reviewed in weekly

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team meetings. A change summary will be published in the weekly project status report.

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# Signature Page

It is agreed that language in this document represents the work to be completed by both the Clark County School District and Infinite Campus. Any changes to the scope of the project may require a change request depending on the nature of the change.

## Reviewed and Accepted

### Project Steering Committee Signature/Date

\_\_\_\_\_  
Dr. Greg Halopoff, Director, Central Student, HR and Payroll Information Services

\_\_\_\_\_  
Ruth Joseph, Instructional Business Process Expert

\_\_\_\_\_  
Kim Boyle, Instructional Business Process Expert

\_\_\_\_\_  
Faustine Czerniawski, SIS Project Manager

\_\_\_\_\_  
Wes Lockhart, Coordinator, Employee Business Training

\_\_\_\_\_  
Susan Mirc, Information Systems Help Desk Manager

\_\_\_\_\_  
Kelvin Beck, Infinite Campus Project Manager

## Approval

### Project Executive Sponsors

X

\_\_\_\_\_  
Jhone Ebert  
CCSD Chief Technology Officer

X

\_\_\_\_\_  
Jeff Weiler  
CCSD Chief Financial Officer

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_

X

\_\_\_\_\_  
David Van Meter  
Infinite Campus Chief Knowledge Officer

Date Signed: \_\_\_\_\_

## CCSD SIS PROJECT SCOPE CHANGE MANAGEMENT PLAN

# Appendix A

CCSD SIS Implementation Project Change Request	
<b>Phase:</b>	<b>Date:</b>
<b>Change Requestor:</b>	<b>Change No:</b>
<b>Change Category (Check all that apply):</b> <input type="checkbox"/> Schedule <input type="checkbox"/> Cost <input type="checkbox"/> Scope <input type="checkbox"/> Requirements/Deliverables <input type="checkbox"/> Testing/Quality <input type="checkbox"/> Resources	
<b>Does this Change Affect (Check all that apply):</b> <input type="checkbox"/> Professional Development (Staff Training) <input type="checkbox"/> Data Conversion <input type="checkbox"/> Contract Deliverable <input type="checkbox"/> Hosting/Infrastructure <input type="checkbox"/> Other	
<b>Describe the Change Being Requested:</b>	
<b>Describe the Reason for the Change:</b>	
<b>Describe all Alternatives Considered:</b>	
<b>Describe any Technical Changes Required to Implement this Change:</b>	
<b>Describe Risks to be Considered for this Change:</b>	

## CCSD SIS PROJECT SCOPE CHANGE MANAGEMENT PLAN

**Estimate Resources and Costs Needed to Implement this Change:**

**Describe the Implications to Quality:**

**Disposition:**

☐ Approve

☐ Reject

☐ Defer

**Justification of Approval, Rejection, or Deferral:**

**Accepted:**

Name	Signature	Date
Greg Halopoff		
Ruth Joseph		
Kim Boyle		
Wes Lockhart		
Faustine Czerniawski		
Susan Mirc		

**Approved:**

Name	Signature	Date
Jhone Ebert		
Jeff Weiler		
David Van Meter		