

PM CHANGE CANVAS

University of Minho | Department of Information Systems

PROJECT ID:

PROJECT NAME:

NEED | Mandatory Optional

PRIORITY | Urgent High Medium Low

REQUEST DATE:

CHANGE FOCUS | Stakeholders Goals Scope Quality Schedule Resources Procurement Cost Communication Risk Success Other _____

CHANGE REQUEST Applicant: Description: Origin: Justification:	STAKEHOLDERS 	GOALS 	SCOPE Requirements		
OBSERVATIONS 	QUALITY 	SCOPE Activities		SCOPE Deliverables	
IMPLEMENTATION Recommendations	SCHEDULE Milestones		RESOURCES 	PROCUREMENT 	
DECISION Name: _____ Date: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Deferred	SUCCESS 		RISK 	COMMUNICATION 	COST
EVALUATION Name: _____ Date: _____					

EVALUATION	
STAKEHOLDERS	
GOALS	
SCOPE Requirements	
SCOPE Deliverables	
SCOPE Activities	
QUALITY	
SCHEDULE Milestones	
RESOURCES	
PROCUREMENT	
COST	
COMMUNICATION	
RISK	
SUCCESS	
EVALUATION	

Note: Please write here, if you don't have more space in the stage 2 of the Canvas

STEP 0 – HEADER

PROJECT ID	Specify the ID assigned to the project.
PROJECT NAME	Specify the name of the project.
NEED	Specify whether implementing the change is optional or mandatory
PRIORITY	Specify the priority of the change request. <i>Urgent</i> : max period of ___ working days to evaluate the change; <i>High</i> : max period of ___ to ___ working days to evaluate the change; <i>Medium</i> : max period of ___ to ___ working days to evaluate the change; <i>Low</i> : max period of ___ working days to evaluate the change.
REQUEST DATE	Specify the date of the change request.

Observation: these values serve as a reference to better categorize the change's priority level, and may vary depending on the type of project.

STEP 1 – CHANGE REQUEST

CHANGE FOCUS	Specify the type of change being requested (select only one option).
CHANGE REQUEST	<i>Applicant</i> : Specify the name of the person requesting the change. <i>Description</i> : Brief description of the change. <i>Origin</i> : Explain the reason for requesting the change. <i>Justification</i> : Specify the reasons for implementing the change in the project.

STEP 2 – CHANGE REQUEST EVALUATION

STAKEHOLDERS	Identify the stakeholders who may be affected by the implementation of the change. New strategies for involving stakeholders in the decisions and implementation of the change can also be discussed.
GOALS	Specify (if applicable) which project goals/objectives will be impacted by the change.
SCOPE	<i>Requirements</i> : Specify the project requirements that will be affected by the change. <i>Deliverables</i> : Specify the project deliverables (e.g., products or services) that will be added, removed, or modified with the change. <i>Activities</i> : Specify changes to project activities, such as adding, subtracting, and/or changing the sequence, the duration of activities, or both.
QUALITY	Specify any changes in the project quality and possible control measures to be altered or implemented to ensure project quality.
SCHEDULE	<i>Milestones</i> : Specify any changes to the project milestones.
RESOURCES	Specify which resources will be required and/or affected when the change is implemented. These resources could be material or human. The assignment of the new activities (resulting from the change) to members of the project team can also be mentioned here.
PROCUREMENT	Specify (if applicable) which new contracting of products or services is needed.
COST	Specify whether there will be an increase, decrease, or no change in the project's cost. If possible, include an estimate of the cost increase or decrease.
COMMUNICATION	Specify the project communications that will be affected (e.g., monthly meetings will now be weekly). It should also be mentioned how the implementation of the change and its possible impacts will be communicated to stakeholders, including methods (e.g., email communication) and frequency.
RISK	Identify the risks that could arise from implementing the change and the impact on the project.
SUCCESS	Specify the benefits and drawbacks that can be expected from implementing the change, including success factors.
EVALUATION	Provide the assessment results of the impacts of the proposed change. It should include the <i>Name</i> of the person responsible for assessing the impacts and the <i>Date</i> when the assessment was carried out.

STEP 3 – DECISION MAKING

DECISION	Specify whether the change has been approved, rejected or deferred (if the change has already been evaluated, but there are no conditions for its implementation yet). If the change has been deferred or rejected, provide the reason(s) in the blank space. <i>Name</i> : name of the person who made the decision or who has the required authority for that (typically, it should be the project manager). <i>Date</i> : date when the status of the change was altered.
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STEP 4 – CHANGE IMPLEMENTATION

IMPLEMENTATION Recommendations	Given the current state of the project, list the options for implementing the change, taking into account the existing constraints.
OBSERVATIONS	Include here any observations relevant to the implementation of the change.