

Change Request ID: PCR 21	Date Requested: 04/28/2016
Requested by: Eric Adair	Submitted By: Eric Adair
Decision ID and Name that spawned this PCR (if Applicable): Decision 88	Issue ID and Name that spawned this PCR (if Applicable): None
Risk ID and Name that spawned this PCR (if Applicable): None	Affected Contract Name and ID (if Applicable): None
PCR Name: Data Management Plan (I-SDS2) Review tasks and Acceptance Date	
PCR Need Description: This PCR is a request to move the acceptance date of I-SDS2 to accommodate additional time for the review with FFMS and external entities and to satisfy the requirements of the FY2016/2017 Implementing Bill (HB5003) that all major Project deliverables and all solicitation-related documents are approved by the Executive Steering Committee (ESC). Additional tasks will be added to the Project's Master Schedule to reflect the necessary reviews and approval activities.	
Business Benefit: Assuming I-SDS2 meets the definition of a major project deliverable, this change request will satisfy FY 2016/2017 Implementing Bill (HB5003), that the Florida PALM ESC approve all major Project deliverables and all solicitation-related documents.	
Implications of Not Making the Change: The current acceptance date of 05/31/2016 for I-SDS2 was decided as part of PCR18 in February of 2016, before the ESC members were identified. Not changing the current acceptance date will leave the project with insufficient time to review and accept I-SDS2.	

This section to be completed by Track Manager and/or PCR Owner

PCR Owner: Eric Adair	Requested Approval Due Date: 05/10/2016
PCR Evaluation Team Member Names: Melissa Turner, Angie Robertson, Danielle Kosberg	
Solution Alternatives (if there is only one state it here as well): N/A	
Is Contract Affected? <input type="checkbox"/> Yes or <input checked="" type="checkbox"/> No <u>Explain Yes or No impact:</u> No existing contract(s) will be affected by this change.	Is Master Project Schedule Critical Path Affected? <input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No <u>Explain Yes or No impact:</u> Approval of the DMP is on the critical path, however this PCR does not impact the release date of the ITN.
Cost Impact (Select One): <input type="checkbox"/> Critical <input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low	Master Project Schedule Impact (Select One): <input checked="" type="checkbox"/> Critical <input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low

<input checked="" type="checkbox"/> None Identified Explain Impact: There is no cost impact to the Project as a result of this change.	<input type="checkbox"/> None Identified Explain Impact: See above
Total “additional estimated” time to complete (hours or duration): The new acceptance date will be adjusted to accommodate an ESC approval by 10/13/2016 Original Duration and hour estimates: <u> 0 </u>	Total “additional estimated” cost to complete: <u> \$0 </u> Explain cost details:
Resources required (Staff Name/Roles required to make the change): Direct Labor Names/Role: _____ QA Labor Names/Role: _____	

This PROJECT CHANGE REQUEST is bound to the signed Project Charter, Track Strategy and/or Contract Statement of Work and the PCR approval date. The following signatures authorize work described herein to be performed.

Florida PALM Project Director
 Name, Title

Date

Project Executive Sponsor
 Name, Title

Date

Project Director approval authority per approved Project Charter.

- Scope – changes that do not modify the Project scope
- Schedule – changes that do not affect deliverable due dates or key milestone dates
- Cost – changes results in a variance of less than 10%:
- Staffing Changes
- Deviation to Project Quality Standards and Project Procedures

Change Control Board Members making recommendation:

- Eric Adair, SDS Track Manager
- Angie Robertson, BPS Track Manager
- Danielle Kosberg, PMO Track Manager
- Melissa Turner, Interim OCM Track Manager

PCR Template Revision History, not revision history for content submitted for scope change approval.

Version	Date	Author(s)	Notes
1.1	12/23/2015	Phil Harman	Form change based on Project Charter and PMP approved changes on 12-03-2015. Specific changes on the form are: added decision approval text below signature line.

Form Field Explanations

A Project change is an addition, modification or deletion to any element within the established Project charter, supporting strategies, or plans. Anyone internal or external to the Project may request a Project change by submitting a Project Change Request (PCR).

Field Name	Explanation
Change Request ID	Obtained from SharePoint or Other Application PCR Log,
Date Requested	Date the request was made to the project.
Requested by	The person or organization that made the request. Most often, the person submitting the PCR is not the person or organization that initiated the need for a scope or change to the project.
Submitted By	Name of the person who submitted the change request to the project.
Decision ID and Name spawned this PCR	Decision ID and Decision Name that spawned this PCR. Enter N/A if not applicable
Issue ID and Name spawned this PCR	Issue ID and Issue Name that spawned this PCR. Enter N/A if not applicable.
Risk ID and Name spawned this PCR	Risk ID and Risk Name that spawned this PCR. Enter N/A if not applicable.
Contract ID and Name	If there is a contract that is being impacted, provided this information. Enter N/A if not applicable.
PCR Name	A brief title of the PCR
PCR Need Description	Describe why is needed or how this change was discovered?
Business Benefit	If there is a business benefit, describe it here. If there is none, please state so.
Implications of Not Making the Change	This space should answer "If we do nothing, what is our "Impact Prediction" to the project in terms of risk or issue?
PCR Owner	The person assigned to the PCR that must own collaborating with the assigned team members as well as creating the content for the PCR fields.
Approval Due Date	The date the Project Director and or PMO lead believes a decision is needed to not have a negative affect to the project schedule.
PCR Evaluation Team Member Names	The identified staff required to complete the impact on PCR and fill in the PCR data.
Solution Alternatives	Describe solution options to fulfilling the change requests. This is just like the project "decision approval form".
Cost Impact = Critical	Impact is greater than \$50K
Cost Impact = High	Impact is \$10K - \$50K
Cost Impact = Moderate	Impact is \$501- \$10K
Cost Impact = Low	Little or no impacts, less than \$500
Schedule Impact = Critical	Impact is greater than Four Weeks to "Schedule Critical Path"
Schedule Impact = High	Impact is One to Four Weeks to "Schedule Critical Path"
Schedule Impact = Moderate	Impact is "One Week or less to "Schedule Critical Path"
Schedule Impact = Low	Little or no impacts
Total "additional estimated" time to complete	The author or the evaluation team must communicate the "delta" in extra time (effort and/or duration) to full fill the change request. By quantifying this the author must state the original estimate. If the change is an "Add", the original estimate would be "Zero".
Total "additional estimated" cost to complete	The author is required to provide the cost estimating details that makes the total estimate. Examples are: Direct Labor, Travel, Equipment (if applicable), QA Labor, Other (explain).