

Change Requests

Jeremy Curbey

Embry-Riddle Aeronautical University

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Description

Adding resources, fast tracking, and overtime were used to compress the original bicycle schedule. Resources were added to Task 27 to ensure that the component arrived overnight instead of the previously scheduled 56 hours. The schedule compression offered by this option justified the additional resources.

Fast tracking was used for Tasks 61 and 62. The identification of the potential to complete work on both tasks simultaneously led to this change. With the proposed change Task 62 would begin once Task 61 is 50% completed. This means that Task 62 will begin and end sooner than originally scheduled.

Overtime is being utilized throughout the project as the decision was made to include Saturday as a work week. This decision was made because it allowed the schedule to be compressed without directly threatening the quality or the scope of the project.

The following table shows Team Three's change request form (next page):

Standard Change Request Template:

Change Request	
Project: Bicycle	Date: 27 June 2015
Change Requestor: Braylon Gurnell	Change No: 1
Change Category (Check all that apply):	
<input type="checkbox"/> Schedule	<input type="checkbox"/> Cost
<input type="checkbox"/> Testing/Quality	<input type="checkbox"/> Resources
<input type="checkbox"/> Scope	<input type="checkbox"/> Requirements/Deliverables
Does this Change Affect (Check all that apply):	
<input type="checkbox"/> Corrective Action	<input type="checkbox"/> Preventative Action
<input type="checkbox"/> Defect Repair	<input type="checkbox"/> Updates
<input type="checkbox"/> Other	
Describe the Change Being Requested:	
Change Saturday from an off day to a work day. Overnight delivery of the top tube triangular component. Begin sand blasting and painting halfway through preceding task.	
Describe the Reason for the Change:	
Schedule compression	
Describe any Technical Changes Required to Implement this Change:	
Sand blasting and painting process will need to be revised to improve efficiency.	
Describe Risks to be Considered for this Change:	
Resource fatigue and human error Increased cosmetic defects	
Estimate Resources and Costs Needed to Implement this Change:	
Cost will be incurred to rush the delivery of the triangular component. There will be overtime costs for utilizing resources on Saturdays. Resources may be need to supplement the current team if there is too much fatigue.	
Describe the Implications to Quality:	
The compressed timeline may result in reduced manufacturing quality due to an increase in human error. There may also be adverse effects to the cosmetic quality due to the use of a new process.	
Disposition:	
<input type="checkbox"/> Approve	<input type="checkbox"/> Reject
<input type="checkbox"/> Defer	
Justification of Approval, Rejection, or Deferral:	

Change Board Approval:		
Name	Signature	Date

References

Project Management Institute (PMI). (2004). *A guide to the project management body of knowledge (PMBOK guide)*. Newtown Square, Pa: Project Management Institute.