

CHANGE REQUEST 1

Project Name: 33 Balfour St Bathroom/toilet/laundry renovation							
Prepared by: Leanne Phillips, Project Manager & premises owner							
Date: 15 Feb 2021							
Changes are being made to:							
Project charter		Scope Statement					
Performance Management Baselines		Key Staff					
Scope Management Plan		Cost Management Plan	X				
Staffing Management Plan		Risk Response Plan					
Project Management Approach		Work Breakdown Structure					
Major Milestones & target dates		Risk Management Plan					
Schedule Management Plan	X	Quality Management Plan					
Communications Management Plan		Procurement Management Plan					
Type of change:							
Scope		Time		Cost	X	Quality	
Communications		Resources		Risk		Procurement	X
Areas Impacted:							
Scope		Time		Cost	X	Quality	
Communications		Resources		Risk		Procurement	X
Description of change The type of shower recess has been found to have an unacceptably long lead time. A different style of recess is required which would cost \$500 more and would be provided by a different supplier than the other fittings.							
Project Manager: Leanne Phillips  Sponsors: Nigel Phillips  Leanne Phillips 							

Scope management issues as a result of the change – this particular change did not have a massive impact on scope management. Other changes would have – for example if Council or Australian Standard requirements changed after the plans were developed to mean that a bath was no longer allowed (obviously a very hypothetical extreme scenario). If that occurred, the impact would be significant in terms of the builder/architect drawings/plans and plumbing provisions requirements.

Recommended improvements for future projects – before confirming specific models or fittings, confirm the availability with suppliers. This will not guarantee to the no future issues (as availability can change rapidly and without notice) but would help minimize the potential future impacts.