PROJECT SCOPE CHANGE MANAGEMENT PLAN

Clark County School District

Report date: June 28, 2013

Objectives:
Change Management Guidelines
Roles and Responsibilities
Change Management Process
# Table of Contents

Document Change Control .................................................................................................................. 4
Definition .................................................................................................................................................. 4
General Overview .................................................................................................................................. 5
Objective.................................................................................................................................................. 5
Scope Change Management Guidelines ............................................................................................... 6
  Deliverable Documents ......................................................................................................................... 6
Roles and Responsibilities ....................................................................................................................... 7
  CCSD SIS Project Executive Committee & CCSD Project Manager ................................................... 7
  Infinite Campus Project Manager ........................................................................................................ 7
  Change Requestor ................................................................................................................................. 7
  Project Steering Committee ................................................................................................................. 7
  CCSD and Infinite Campus Executive Sponsors .................................................................................. 8
Project Change Management Process .................................................................................................... 9
Signature Page .......................................................................................................................................... 11
Appendix A ............................................................................................................................................. 12
Document Change Control

The following is the control for revisions to this document.

<table>
<thead>
<tr>
<th>Version</th>
<th>Date of Issue</th>
<th>Author(s)</th>
<th>Brief Description of Change</th>
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<td>1.0</td>
<td>4/20/2013</td>
<td>Kelvin Beck</td>
<td>Original document template</td>
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<td>1.1</td>
<td>5/14/2013</td>
<td>Kelvin Beck</td>
<td>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)</td>
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<tr>
<td>Final</td>
<td>5/30/2013</td>
<td>Kelvin Beck</td>
<td>Made final tweaks for tollgate</td>
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<tr>
<td>Revision 1</td>
<td>6/7/2013</td>
<td>Kelvin Beck</td>
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<td>Revision 2</td>
<td>6/19/2013</td>
<td>Greg Halopoff, Kim Boyle</td>
<td>Final review and edits</td>
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Definition

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

<table>
<thead>
<tr>
<th>Term</th>
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<tbody>
<tr>
<td>CCSD</td>
<td>Clark County School District</td>
</tr>
<tr>
<td>EBT</td>
<td>Employee Business Training</td>
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<tr>
<td>ICDE</td>
<td>Infinite Campus District Edition</td>
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<tr>
<td>SIS</td>
<td>Student Information System</td>
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<tr>
<td>SME</td>
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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
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
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
  Incorportate 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
CCSD SIS PROJECT SCOPE CHANGE MANAGEMENT PLAN

- 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 decision or reaches an impasse
Project Change Management Process

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

1. **Draft & submit change management form**
2. **Evaluate change & recommend action**
3. **Change Approved?**
   - Yes: **Integrate change into project**
   - No: **Inform requester change not approved**

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

Date Signed: ______________________

X

Jeff Weiler
CCSD Chief Financial Officer

Date Signed: ______________________

X

David Van Meter
Infinite Campus Chief Knowledge Officer

Date Signed: ______________________
## Appendix A

### CCSD SIS Implementation Project Change Request

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<thead>
<tr>
<th>Phase:</th>
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<td>Change Requestor:</td>
<td>Change No:</td>
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#### Change Category (Check all that apply):

- [ ] Schedule
- [ ] Cost
- [ ] Scope
- [ ] Requirements/Deliverables
- [ ] Testing/Quality
- [ ] Resources

#### Does this Change Affect (Check all that apply):

- [ ] Professional Development (Staff Training)
- [ ] Data Conversion
- [ ] Contract Deliverable
- [ ] Hosting/Infrastructure
- [ ] Other

#### Describe the Change Being Requested:

#### Describe the Reason for the Change:

#### Describe all Alternatives Considered:

#### Describe any Technical Changes Required to Implement this Change:

#### Describe Risks to be Considered for this Change:
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:

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<tr>
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Approved:

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