



Part – A -

Project Change Request			
Document Purpose	The purpose of this document is to provide details of the changes to the original Project Charter.		
Change Request Number	013		
Project Name	Workgroup Collaboration Rollout		
Date raised	04/06/2009	Date required by	04/06/2009

Change raised by	
Name and Title	Raymond Lau – WCR Project Manager
Signature	
Phone	(03) 9905 4670
Mobile	0414 852 650
email	Raymond.lau@its.monash.edu.au

Change details	
Change required	<ul style="list-style-type: none"> • New Domino Server 8.0.2 for Executive availability to be ready by 13th June 09 • Upgrade Lotus Notes Clients to be completed by 10th June 09 (excluding Business & Economics)
Priority <i>(Tick Appropriate Box)</i>	<input checked="" type="checkbox"/> High – <i>Urgent (Change must happen immediately or Project schedule will be impacted)</i> <input type="checkbox"/> Medium – <i>(Change must happen ASAP, but no impact to schedule)</i> <input type="checkbox"/> Low – <i>(Change can be implemented at an appropriate time)</i>

Attachments	
Documents	MEETING MINUTES – MONASH UNIVERSITY – WCR PROJECT IMPLEMENTATION STEERING G24 – 700 Blackburn Road – CLAYTON 15:00– 28th May 2009 Item : 300409.14

Part – B –

Impact assessment	
Impact on project	<ul style="list-style-type: none"> • Sametime, Quickr, Rooms & Resources will be delayed
Impact on budget	<i>Eg. Nil or XXX dollars to implement</i> <ul style="list-style-type: none"> • Total of \$35,000 for the acquisition of 2 new Servers



Impact on schedule	<i>See above – impact on project</i>
Estimate impact in resources and days	Duration of the Cluster 5 will take 27 person days in total. Resources will be from WCR Technical Area, Shared Systems, EWS VIP, NIS and Business Change Team.

Assessment prepared by:	
Name and Title	Raymond Lau – WCR Project Manager
Signature	
Phone	(03) 9905 4670
Mobile	0414 852 650
eMail	Raymond.lau@its.monash.edu.au



Part – C –

APPROVAL

Project Sponsor	<i>Signature</i>	<i>Date:</i>	<i>Name and Title (Print)</i>
		4/5/09	Alan McMeekin CIO and Executive Director IT Services Division
Infrastructure Services Manager		4/6/09	Jack Chorowicz Infrastructure Services Manager
Program Manager		4/6/09	Daryl Wood Integrated Collaboration Environment (ICE) Program Manager
Project Manager		4/6/09	Raymond Lau WCR – Project Manager
IMS Manager		04/06/09	Leon Troeth Manager, Identity and Messaging Services
Technical Lead		4/6/09	John Martin WCR Technical Design & Development
Executive Services Manager		4.6.09	Paul Braiser Executive Services Manager
Business Change		4.6.09	Elizabeth Martin Manager, Business Change Team



Rejected			
Project Sponsor	<i>Signature</i>	<i>Date:</i>	<i>Name and Title (Print)</i>
			Alan McMeekin CIO and Executive Director IT Services Division
Infrastructure Services Manager	<i>Signature</i>	<i>Date:</i>	<i>Name and Title (Print)</i> Jack Chorowicz Infrastructure Services Manager
Program Manager	<i>Signature</i>	<i>Date:</i>	<i>Name and Title (Print)</i> Daryl Wood Integrated Collaboration Environment (ICE) Program Manager
Project Manager	<i>Signature</i>	<i>Date:</i>	<i>Name and Title (Print)</i> Raymond Lau WCR – Project Manager
IMS Manager	<i>Signature</i>	<i>Date:</i>	<i>Name and Title (Print)</i> Leon Troeth Manager, Identity and Messaging Services
Technical Lead	<i>Signature</i>	<i>Date:</i>	<i>Name and Title (Print)</i> John Martin WCR Technical Design & Development
Executive Services Manager	<i>Signature</i>	<i>Date:</i>	<i>Name and Title (Print)</i> Paul Braiser Executive Services Manager
Business Change	<i>Signature</i>	<i>Date:</i>	<i>Name and Title (Print)</i> Elizabeth Martin Manager, Business Change Team