

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	16/04/2009	Date required by	16/04/2009

Change raised by	
Name and Title	Raymond Lau – WCR Project Manager
Signature	
Phone	(03) 9905 4670
Mobile	0413 206 690
email	Raymond.lau@its.monash.edu.au

Change details	
Change required	• Domino 8.x Upgrade
Priority <i>(Tick Appropriate Box)</i>	<input checked="" type="checkbox"/> High - Urgent <i>(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	<i>Attach supporting documentation (i.e - make reference to Minutes of Meetings Make references to any site that may be applicable to the decision.</i> Briefing from the VCG Meeting dated 2 nd Feb 2009

Part – B -

Impact assessment	
Impact on project	<i>Give a brief Description of the impact of the Change on the Project</i> • Lotus Notes Client Upgrade 8.0.2 to begin rollout to existing client base by early April 09 and completed by mid May 09 • Domino Server 8.0.2 availability to be implemented on the weekend on 9 th & 10 th of May 09 (Edmond & Mont Clair) and 30 th & 31 st May 09 (Royaloak & Ridgewood) <i>9th 10th RL</i>
Impact on budget	<i>Eg. Nil or XXX dollars to implement</i> Nil



Impact on schedule	<ul style="list-style-type: none">• Nil
Estimate impact in resources and days	<i>Give a brief Description of the impact of the Change on the Project</i>

Assessment prepared by:	
Name and Title	Raymond Lau – WCR Project Manager
Signature	
Phone	(03) 9905 4670
Mobile	0413 206 690
eMail	Raymond.lau@its.monash.edu.au



Part – C -

Approval

Project Sponsor	<i>Signature</i>	<i>Date:</i>	<i>Name and Title (Print)</i>
		16/4/9	Alan McMeekin CIO and Executive Director IT Services Division
Infrastructure Services Manager	<i>Signature</i>	<i>Date:</i>	<i>Name and Title (Print)</i>
		16/4/9.	Jack Chorowicz Infrastructure Services Manager
Program Manager	<i>Signature</i>	<i>Date:</i>	<i>Name and Title (Print)</i>
		16/4/09	Daryl Wood Integrated Collaboration Environment (ICE) Program Manager
Project Manager	<i>Signature</i>	<i>Date:</i>	<i>Name and Title (Print)</i>
		17/4/09	Raymond Lau WCR – Project Manager
Technical Lead	<i>Signature</i>	<i>Date:</i>	<i>Name and Title (Print)</i>
		17/4/09	John Martin
IMS Manager	<i>Signature</i>	<i>Date:</i>	<i>Name and Title (Print)</i>
		12/05/09	Leon Troeth Manager, Identity and Messaging Services
Business Change	<i>Signature</i>	<i>Date:</i>	<i>Name and Title (Print)</i>
		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
Technical Lead	<i>Signature</i>	<i>Date:</i>	<i>Name and Title (Print)</i> John Martin
IMS Manager	<i>Signature</i>	<i>Date:</i>	<i>Name and Title (Print)</i> Leon Troeth Manager, Identity and Messaging Services
Business Change	<i>Signature</i>	<i>Date:</i>	<i>Name and Title (Print)</i> <i>Elizabeth Martin</i> <i>Manager, Business Change Team</i>