

TUNE IT!

Program Management Center of Excellence (PMCE)

PROJECT CHANGE REQUEST

Project Name	Project ID	Project Manager
PMCE Project Management Process Pilot	2015-001	Marcus Mendonca
Business Process Owner	Project Sponsor	Project Executive Sponsor
Beverly Dias	Leila Kagawa	Keone Kali

GENERAL INFORMATION

Change request #	Request Type	Date Requested	Date Needed
001	Scope Change	3/4/2015	3/31/2015
Title	Requestor	Contact Info	Priority
Addition of Educational Opportunities Planning & Execution to Project	Linda Kawamura	lindakawamura@gmail.com ; 808-954-4207	High

OVERVIEW

Description of Change Request
Request for the PMCE PM Process Pilot Team to plan and execute addition of Educational Opportunities (Tours, guest speakers, development workshops) to Spring 2015 TIP
Business and/or Technical Justification
Expectation of some interns based on prior TIP experiences and orientation description
Impact of Not Making the Change
Possible disappointment of some interns if expected tours, workshops, speakers as part of OIMT TIP

IMPACT ANALYSIS

Schedule Impact
The interns do not have time in their schedules for tours, workshops and speakers as part of Spring TIP. Organizing tours, presenters, and speakers may not be feasible in the time left for the TIP program for Spring.

Resources	Estimated Hours
Need presenters, tour guides, speakers, and interns to show up for the special events	4 hours/session X 3 weekly sessions=approx. 12 hours of planning & execution

Cost Impact	
There is no cost impact to this change	
Estimated Cost	Estimated Benefits
0	0
Performance Impact	
0	
Documentation Impact	
0	

CONCLUSION

Alternatives
Have a lighter version of the speakers/presenters/tours or one additional offering during Spring term.
Recommendations
The TIP PMCE team recommended we do not go forward with this change as everyone is very busy with their projects and it has been a low turn out in the past years for special events like tours, speakers, and presenters.

AUTHORIZATION AND COMPLETION

Change Status		
<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected 3/13/15	<input type="checkbox"/> Deferred
Date Approved	Date Accepted	

SIGNATURES

Requestor	<i>/s/ Linda Kawamura</i>	Date	3/4/2015
Project Manager	Marcus Mendonca	Date	3/13/15
Sponsor	Leila Kagawa	Date	3/15/15
Other		Date	