Change Log
Jean Monnet Chair - PM2EU+

			Change Identification and Description					Change Assessment and Action Description				Change Approval				Change Implementation	
ID	Category	Title	Description	Status	Requested by	Date Identified		Action Details (effort & responsible)	Size (Effort)	Priority	Target Delivery Date	Escalation	Decision	Decided by	Decision Date	Actual Delivery Date	Traceability and Comments
Guidelines	*N*	*Change Proposal 01*	*<More detailed description of the requested change including the possible impact of not implementing the change.>*	*<Status for the change. Use the following values (not exhaustive): - Submitted - Assessing - Approved - Rejected - Postponed - Implemented>*	*<The name of the person who requested the change.>*	*<The initial submission date of the change request <dd/mm/yy>>*		*<Description of the recommended action(s), including steps, deliverables, timescale, resources and effort involved.>*	*<A numerical value denoting how much effort will be necessary to implement the change: 5- Very High to 1- Very Low>*	*<A numerical value denoting the agreed priority of the change: 5- Very High to 1- Very Low>*	*<Target date for the change to be delivered: <dd/mm/yy>>*	*<Should the issue be escalated to the Directing or Steering Layers? <Yes> or <No>>*	*<Describe the decision taken. Possibly link with the item in the decision log.>*	*<Person or Committee that approved or rejected the change.>*	*<Date on which the decision was made. <dd/mm/yy>.>*	*<Date on which the change was actually delivered. <dd/mm/yy>>*	*<Related artefacts: - ID for the related tasks in the Project Work Plan - ID for related risks, issues and decisions. - Plus any additional information or comments related to the issue.>*
C01	N/A	Change Proposal 01	Webinars instead of PM2 Talks: Changing the PM2 Talks model in order to be able to work in a more flexible way	Approved	Germán Martínez Montes	18/03/2021		In order to keep the duration of the activity similar to the initial proposal, it proposes to hold at least three webinars a year.	4	5	19/11/2020	Yes	https://catedras.ugr.es/openpm2/informacion/gestion/cambio	EACEA	01/06/2021	19/11/2021	CHANGE PROPOSAL 01 https://catedras.ugr.es/openpm2/en/activities/pm2-talks?q=actividades/pm2-talks
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