



APPENDIX F

CHANGE REQUEST METRIC COLLECTION AND ACTION PLAN FORM

This form must be completed to collect metrics on project Change Requests, as provided in the DVHA Portfolio Change Control Plan.

Performance Measure	Green	Yellow	Red
Total Number of CRs Total Number of Approved CRs Total Number of Rejected CRs	Number and complexity of CRs are manageable. Action: do nothing	Number and complexity of CRs are trending towards unmanageable. Action: assess CRs, meet with Steering Committee	Number and complexity of CRs are unmanageable. Action: assess CRs, meet with Steering Committee, determine course of action, prioritize CRs
Total Number of SOs Across the Program by SOs Type	Total Number of SOs across the Program remains stable Action: do nothing	Total Number of SOs across the Program is trending towards unmanageable. Action: assess CSOs, meet with Steering Committee	Total Number of SOs across the Program is unmanageable. Action: assess scope, schedule, resources for SOs; meet with Steering Committee, determine course of action. May need to hire additional resources.