

## Change Management Process

Activity	Description
Identify Change	Reading brief, other group's requirements and playing the game will highlight any features we would like to add/change/fix. We then make a note of this change to request it.
Analyse Request	Determining it's priority and grouping it with similar change requests.
Evaluate Request	Evaluating the request means deciding whether it should be implemented or not and roughly when.
Plan Change	Allocate a group of changes to a change builder. Change builders should plan their implementation.
Implement Change	Writing the code, testing it (manually and automatically), updating documentation and comments to show the changes. Commit and push to specific feature branch.
Push to Master and Close	Create pull request. Review the pull request:checking the code is working and check comments have been put in properly.When the pull request has been approved, it is merged with master. Mark change as done in change log.