
Change Request

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|-------|--------------------------------------|---|
| 1 | Identification | 2 |
| 2 | Requested Change | 2 |
| 3 | Overview for Verification | 4 |
| 4 | Detailed Information for Validation | 5 |
| 5 | Final Decision / Actions / Follow Up | 7 |
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| 5.1 | Final Decision | 7 |
| 5.2 | Actions / Follow Up | 7 |

| Date | Version | Description | Status | Author |
|------------|---------|--------------------------------|--------|------------|
| 2011-06-22 | 1.1 | New required information added | Final | Michael Jo |
| | | | | |
| | | | | |

1. Identification

| | | | |
|---------------------------------------|--------------|--------------------------|--|
| Change Request ID¹: | CR-ID | Detected on date: | |
| Detected by: | | | |
| Title: | | | |
| Description: | | | |

| | | | |
|----------------|--|----------------------|--|
| System: | | Test Case ID: | |
|----------------|--|----------------------|--|

2. Requested Change

| | | |
|------|----------------|-------------------------------------|
| Type | Defect | <input type="checkbox"/> |
| | Change Request | <input checked="" type="checkbox"/> |

| | | | |
|------------------------|-----|--------------------------|--|
| Current Situation | | | |
| Problem description: | | | |
| Preferred situation: | | | |
| Actions: | | | |
| Affected Work Products | | | |
| Affected Workstream: | XYZ | <input type="checkbox"/> | |
| | XYZ | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |

¹ Change Manager assigns Change Request-ID

| | | | |
|--|-----------------|--------------------------|--|
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | | |
| Format of the target file | Mainframe file | <input type="checkbox"/> | |
| | Unix/Linux file | <input type="checkbox"/> | |
| Following views have to be implemented | | | |
| Responsible: (Name) | | | |

3. Overview for Verification

| | |
|-------------------------|--|
| <p>Severity:</p> | <p><i>Critical:</i> <input type="checkbox"/></p> <p>Without this feature, the system does not fulfill its primary purpose i.e. the system cannot be used without this feature</p> <p><i>Major:</i> <input type="checkbox"/></p> <p>There will be a significant loss of satisfaction with using the system and there is a very high risk for incorrect data being input in the solution and/or a high risk for incorrect processing of data within the solution without this feature.</p> <p><i>Minor:</i> <input type="checkbox"/></p> <p>There will be a significant loss of satisfaction with using the system but there is little or no impact on the risk for incorrect data and/or processing of data or the feature makes life easier while using the system i.e. nice to have</p> |
|-------------------------|--|

| | |
|---|--|
| <p>Business impact:</p> <p>If the change is implemented or not implemented before migration.</p> | |
| <p>Responsible for Validation (nomination)</p> | |

4. Detailed Information for Validation

| Proposed solution A description of one or more solutions to the problem | Target release: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|--------------------------|---------|--------------------|--------------------|------|------|--|--|--|--|--|------------|--|--|--|--|--|--|--|----------------|--|--|--|--|--|--|--|------|--|--|--|--|--|--|--|-------|--|--|--|--|--|--|--|-----------|--|--|--|
| | Platform / System | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Project impact: Effort, resources, cost, scope, schedule and risk to implement each proposed solution | Estimation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1"> <thead> <tr> <th rowspan="2">Workstream</th> <th rowspan="2">Cluster</th> <th colspan="2">Effort in man days</th> </tr> <tr> <th>Int.</th> <th>Ext.</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Conception</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Implementation</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Test</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Other</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Over All:</td> <td></td> <td></td> </tr> </tbody> </table> | Workstream | Cluster | Effort in man days | | Int. | Ext. | | | | | | Conception | | | | | | | | Implementation | | | | | | | | Test | | | | | | | | Other | | | | | | | | Over All: | | | |
| | Workstream | | | Cluster | Effort in man days | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Int. | Ext. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Conception | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Implementation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Test | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Other | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Over All: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Resources by Name and Function | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cost in (€) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Schedule | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Risk | <i>High:</i> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <i>Medium:</i> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <i>Low:</i> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| Solution description A description on how the change request is solved (filled in as work progresses) | <i>Mapping sheets and copybooks can be embedded here.</i> |
| Mapping Sheets Also including information of how many target files are expected | |
| Copybook Mandatory if data file shall be delivered as mainframe file | |
| Target data file name(s) | |

5. Final Decision / Actions / Follow Up

5.1. Final Decision

5.2. Actions / Follow Up

| Action | Verantwortlich | Termin |
|---------------|-----------------------|---------------|
| | | |
| | | |
| | | |