**Section 1 – Change Definition**

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| *All Sections Mandatory* | |
| **Change Reference** | (To be filled by IST) |
| **Change Originator** | [Enter your name] |
| **Date Raised** | [Enter date form submitted] |
| **Originating Organisational Unit** | [Enter Business Site/Location] |
| **Other Impacted Users [**Yes/No**]** | [Does the change impacts other BU sites] |
| **Joint Sign-Off Required** | [Does this need budget/Mgt approval] |
| **Priority [**High/Med/Low] | [Please provide indication] |
| **Target Date For Completed Evaluation** | [Provide target date for evaluation completion] |
| **Target Date For Production Implementation** | [Provide target date for delivery] |
| **Type Of IST Evaluation [Req/Spec/Analysis/BPR]** | [Requirements, Specification, Business or Systems Analysis, Business Process Reengineer] |

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| **Title Of Change** |
| ***[Enter title or brief description]*** |
| **Reasons For Proposed Change And Target Benefits** |
| ***[State the change is needed AND any targeted business benefits]*** |
| **Impact Of Not Doing This Change** |
| ***[Detail consequence NOT doing the change]*** |
| **Potential Impact On Other Areas** |
| ***[Where and how will ALL areas be effected?]*** |
| **Requirements Statement/Change Description** |
| ***[Provide outlined detail of the change (or attach detailed document separately)]*** |
| **Testing Procedure** |
| ***[How will the change be tested – this will be completed by or with the support of IST]*** |

**Section 2 – Internal ROM Estimate *(Completed by IST)***

*Please note: IST will complete a ROM (rough order of magnitude) estimate on request for change requests to provide indicative costs only.*

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| **INTERNAL or EXTERNAL – Will the change be Entirely delivered by internal staff or require external/contract support.** | | |
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| **High Level Solution, Scope And Impact Analysis** | | |
|  | | |
| **High Level Assumptions, Risks And Dependencies** | | |
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| **Indicative Labour Days Range** | **Indicative price Range Externally**  **(based On Agreed SAP Support Rates)** | **Mark Selected ROM Category With An ‘X’** |
| **< 1 Day** |  |  |
| **1 To 2 Days** |  |  |
| **3 To 4 Days** |  |  |
| **5 To 6 Days** |  |  |
| **7 To 9 Days** |  |  |
| **10 To 15 Days** |  |  |
| **16 To 20 Days** |  |  |
| **21 To 29 Days** |  |  |
| **> 30 Days** |  |  |

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| **Response By:** |  |
| **Response Date:**  *Please Specify Date In Format DD/MM/YY* |  |
| **Required Effort (Hours) To Complete Requirements Estimate:** |  |

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| **Reviewed By \ Date:** |  |
| **IS&T Authorisation \ Date:** |  |

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| **Line Manager Authorised By \ Date:** |  |

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| **Scapa Board Authorised By \ Date:** |  |

**Section 3 – Requirements\Planning Estimate**

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| **Response By:** |  |
| **Response Date:**  *Please Specify Date In Format DD/MM/YY* |  |
| **Estimate Expiry Date:**  *Specify Date 28 Days From Estimate Completion. Please Specify Date In Format DD/MM/YY* |  |

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| **Change Details** All Sections Mandatory | |
| **Solution, Scope And Impact Analysis** | |
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| **Separate Functional Specification Created?**  *Please Specify Yes Or No* |  |
| **Deliverables** | |
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| **Acceptance Criteria** | |
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| **Assumptions** | |
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| **Risks** | |
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| **Dependencies/ Constraints** | |
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| **Task Description** *(Not To Be Completed For Fixed Price Estimates)* | **Estimated Labour Hours** | | **Details Of Required Overtime** | |
| **Requirements Analysis** |  | |  | |
| **Detailed Design** |  | |  | |
| **Build And Unit Test** |  | |  | |
| **Integration Test** |  | |  | |
| **User Acceptance Test** |  | |  | |
| **Deployment** |  | |  | |
| **Project Management** |  | |  | |
| **Contingency** |  | |  | |
| **Total Labour Effort** |  | |  | |
| **Resource Type** *(Not To Be Completed For Fixed Price Estimates)* | | **Estimated Labour Hours** | | **Estimated labour Hours Converted @ Over-time Rates** |
| **ABAP/Security Resource** | |  | |  |
| **APO-DP Resource** | |  | |  |
| **APO-PPDS Resource** | |  | |  |
| **APO-SNP Resource** | |  | |  |
| **Basis Resource** | |  | |  |
| **FI/CO Resource** | |  | |  |
| **MM Resource** | |  | |  |
| **PP Resource** | |  | |  |
| **SD Resource** | |  | |  |
| **WM Resource** | |  | |  |
| **HR Resource** | |  | |  |
| **Project Management** | |  | |  |
| **Web Development** | |  | |  |
| **Database Development** | |  | |  |
| **Contingency** | |  | |  |
| **Total Effort** | |  | |  |

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| **Reviewed By/Date:** |  |
| **Authorised By/Date:** |  |