

SportSupport	Version 1.0
Configuration/Change Management Report	05/04/2018

Sports Center Management Software Configuration/Change Management Report

1. Introduction

In this document we explain fundamentals of the change requests. All change requests must be doing with using a template format down below and archived. We also define an evaluation chart of the change request.

2. Changing Process

In the planning we define a main role for each member of project. While changes affect all members of the group, each member has right for the request of any change. Requesting is a process. So, all members of the team must follow rules while requesting a change. Then, change request's evaluation step will be begin. Request must be analyzing by the project manager and present vote to team members. If enough votes collected while voting process, we pass next level for evaluation. After applying a change request, we test it for validity. Finally, we check the test result and with respect to that test result, applying or cancelling the request. Except project manager, other members of the project must give a change request to directly project manager. Project manager keep tracking all the change request even if the change applied or not.

3. Change Request Format

Change ID	<id>
Change Request Date	<Date that change request was given>
Change Requester	<Project member's main role or name who give a change request>
Change	<Briefly and understandable explanation of change mechanics. Change must be explained in detail>
Priority	<Basic ratio between what if not applied and applied impact of the system or resources>
Reason	<Explanation of the reasons that why it is necessary to product. Reasons must be explained in detail.>
Affected Components	<Explanation of how many components affected by this change. Negative and positive impact of the change in components.>

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Necessary Effort	<Explanation of how much workload necessary for this change.>
Other Explanations.	<Explanations that member wants to add.>

4. Change Evaluation Flow Chart

