



UniKL
UNIVERSITI
KUALA LUMPUR

MALAYSIAN INSTITUTE OF INFORMATION TECHNOLOGY

JANUARY 2021 SEMESTER

ISB 42303: SOFTWARE CONFIGURATION MANAGEMENT

MINI PROJECT: REQUEST CHANGE

PREPARED BY:

| NO. | NAME | STUDENT ID NO. | GROUP |
|------------|-----------------------------------|---------------------------|--------------|
| 1. | DIANA BINTI NORDIN | 52213118438 | L01 |
| 2. | AIDIEL DANIEL BIN DERMAWAN | 52213118212 | L01 |

PREPARED FOR:

MS NURUL SHARAZ AZMANUDDIN

1.) SUBMITTER - GENERAL INFORMATION

| | | | | |
|------------------------------|---|---------------------------------|--|------------------------------------|
| CR# | 1.0 | | | |
| Type of CR | <input checked="" type="checkbox"/> Enhancement | <input type="checkbox"/> Defect | <input type="checkbox"/> New Function | |
| Project/Program/Initiative | Staff Management System | | | |
| Submitter Name | Diana Nordin | | | |
| Brief Description of Request | Change login credentials to employee's email not username | | | |
| Date Submitted | 12 March 2021 | | | |
| Date Required | 31 March 2021 | | | |
| Priority | Improvement on interface | <input type="checkbox"/> Medium | <input checked="" type="checkbox"/> High | <input type="checkbox"/> Mandatory |
| Reason for Change | To tighten up system security | | | |
| Other Artifacts Impacted | Non | | | |
| Assumptions and Notes | - | | | |
| Comments | - | | | |
| Attachments or References | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | |
| Approval Signature | <i>Aidid Daniel</i> | | Date Signed | 12 March 2021 |

2.) PROJECT MANAGER - INITIAL ANALYSIS

| | | | | |
|--------------------|---------------------|--|-------------|---------------|
| Duration Impact | 10 hours | | | |
| Schedule Impact | 2 days | | | |
| Cost Impact | Medium | | | |
| Comments | - | | | |
| Approval Signature | <i>Aidid Daniel</i> | | Date Signed | 24 March 2021 |

3.) CHANGE CONTROL BOARD – DECISION

| | | | | |
|----------------------|---|---|-----------------------------------|------------------------------------|
| Decision | <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Approved with Conditions | <input type="checkbox"/> Rejected | <input type="checkbox"/> More Info |
| Decision Date | 24 March 2021 | | | |
| Decision Explanation | CCB view this module will improve the system flexibility as it may link with email. | | | |
| Conditions | Proceed | | | |
| Approval Signature | <i>Diana Nordin</i> | | Date Signed | 24 March 2021 |

1.) SUBMITTER - GENERAL INFORMATION

| | | | | |
|------------------------------|---|--|--|------------------------------------|
| CR# | 2.0 | | | |
| Type of CR | <input type="checkbox"/> Enhancement | <input type="checkbox"/> Defect | <input checked="" type="checkbox"/> New Function | |
| Project/Program/Initiative | Staff Management System | | | |
| Submitter Name | Diana Nordin | | | |
| Brief Description of Request | Employee profiles must have profile picture. | | | |
| Date Submitted | 12 March 2021 | | | |
| Date Required | 31 March 2021 | | | |
| Priority | Improvement on interface | <input type="checkbox"/> Medium | <input checked="" type="checkbox"/> High | <input type="checkbox"/> Mandatory |
| Reason for Change | To help the administrator to identify the employee. | | | |
| Other Artifacts Impacted | SRS/STP | | | |
| Assumptions and Notes | - | | | |
| Comments | - | | | |
| Attachments or References | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | | |
| | - | | | |
| Approval Signature | <i>Aidid Daniel</i> | | Date Signed | 12 March 2021 |

2.) PROJECT MANAGER - INITIAL ANALYSIS

| | | | | |
|--------------------|---------------------|--|-------------|---------------|
| Duration Impact | 10 hours | | | |
| Schedule Impact | 2 days | | | |
| Cost Impact | Medium | | | |
| Comments | - | | | |
| Approval Signature | <i>Aidid Daniel</i> | | Date Signed | 22 March 2021 |

3.) CHANGE CONTROL BOARD – DECISION

| | | | | |
|----------------------|---|---|-----------------------------------|------------------------------------|
| Decision | <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Approved with Conditions | <input type="checkbox"/> Rejected | <input type="checkbox"/> More Info |
| Decision Date | 23 March 2021 | | | |
| Decision Explanation | CCB view this module will improve the system by able to recognize each of the employee. | | | |
| Conditions | Proceed | | | |
| Approval Signature | <i>Diana Nordin</i> | | Date Signed | 23 March 2021 |

1.) SUBMITTER - GENERAL INFORMATION

| | | | | |
|------------------------------|--|--|--|------------------------------------|
| CR# | 3.0 | | | |
| Type of CR | <input type="checkbox"/> Enhancement | <input checked="" type="checkbox"/> Defect | <input type="checkbox"/> New Function | |
| Project/Program/Initiative | Staff Management System | | | |
| Submitter Name | Diana Nordin | | | |
| Brief Description of Request | Staff details did not retrieve from database properly on managing staff details page | | | |
| Date Submitted | 12 March 2021 | | | |
| Date Required | 31 March 2021 | | | |
| Priority | Improvement on interface | <input type="checkbox"/> Medium | <input checked="" type="checkbox"/> High | <input type="checkbox"/> Mandatory |
| Reason for Change | To reduce system vulnerability. | | | |
| Other Artifacts Impacted | Non | | | |
| Assumptions and Notes | - | | | |
| Comments | - | | | |
| Attachments or References | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | | |
| Approval Signature | <i>Aidid Daniel</i> | | Date Signed | 12 March 2021 |

2.) PROJECT MANAGER - INITIAL ANALYSIS

| | | | |
|--------------------|----------------------|-------------|---------------|
| Duration Impact | 30 hours | | |
| Schedule Impact | 6 days | | |
| Cost Impact | Does not affect cost | | |
| Comments | - | | |
| Approval Signature | <i>Aidid Daniel</i> | Date Signed | 23 March 2021 |

3.) CHANGE CONTROL BOARD – DECISION

| | | | | |
|----------------------|---|---|-----------------------------------|------------------------------------|
| Decision | <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Approved with Conditions | <input type="checkbox"/> Rejected | <input type="checkbox"/> More Info |
| Decision Date | 23 March 2021 | | | |
| Decision Explanation | CCB view this request will improve system quality in correctness. | | | |
| Conditions | Proceed | | | |
| Approval Signature | <i>Diana Nordin</i> | Date Signed | 23 March 2021 | |

1.) SUBMITTER - GENERAL INFORMATION

| | | | | |
|------------------------------|--|--|--|------------------------------------|
| CR# | 4.0 | | | |
| Type of CR | <input checked="" type="checkbox"/> Enhancement | <input type="checkbox"/> Defect | <input type="checkbox"/> New Function | |
| Project/Program/Initiative | Staff Management System | | | |
| Submitter Name | Diana Nordin | | | |
| Brief Description of Request | All records in database must record the timestamp as well every time changes were made | | | |
| Date Submitted | 12 March 2021 | | | |
| Date Required | 31 March 2021 | | | |
| Priority | Improvement on interface | <input type="checkbox"/> Medium | <input checked="" type="checkbox"/> High | <input type="checkbox"/> Mandatory |
| Reason for Change | To monitor the time and date the data has been modified. | | | |
| Other Artifacts Impacted | Non | | | |
| Assumptions and Notes | - | | | |
| Comments | - | | | |
| Attachments or References | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | | |
| Approval Signature | <i>Aidid Daniel</i> | | Date Signed | 12 March 2021 |

2.) PROJECT MANAGER - INITIAL ANALYSIS

| | | | | |
|--------------------|---------------------|--|-------------|---------------|
| Duration Impact | 112 hours | | | |
| Schedule Impact | 2 weeks | | | |
| Cost Impact | High | | | |
| Comments | - | | | |
| Approval Signature | <i>Aidid Daniel</i> | | Date Signed | 24 March 2021 |

3.) CHANGE CONTROL BOARD – DECISION

| | | | | |
|----------------------|---|---|-----------------------------------|------------------------------------|
| Decision | <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Approved with Conditions | <input type="checkbox"/> Rejected | <input type="checkbox"/> More Info |
| Decision Date | 24 March 2021 | | | |
| Decision Explanation | CCB view this module helps to monitor the latest time data has been modified. | | | |
| Conditions | Proceed | | | |
| Approval Signature | <i>Diana Nordin</i> | | Date Signed | 24 March 2021 |

| 1.) SUBMITTER - GENERAL INFORMATION | | | |
|-------------------------------------|--|-------------|---------------|
| CR# | 5.0 | | |
| Type of CR | <input checked="" type="checkbox"/> Enhancement <input type="checkbox"/> Defect <input type="checkbox"/> New Function | | |
| Project/Program/Initiative | Staff Management System | | |
| Submitter Name | Diana Nordin | | |
| Brief Description of Request | Every time changes were made by the administrator; the system must record the administrator ID in database | | |
| Date Submitted | 12 March 2021 | | |
| Date Required | 31 March 2021 | | |
| Priority | Improvement on interface <input checked="" type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Mandatory | | |
| Reason for Change | To tighten up security as administrator may acknowledge who is the person made the changes. | | |
| Other Artifacts Impacted | Non | | |
| Assumptions and Notes | - | | |
| Comments | - | | |
| Attachments or References | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | |
| Approval Signature | <i>Aidid Daniel</i> | Date Signed | 12 March 2021 |

| 2.) PROJECT MANAGER - INITIAL ANALYSIS | | | |
|--|---------------------|-------------|---------------|
| Duration Impact | 112 hours | | |
| Schedule Impact | 2 weeks | | |
| Cost Impact | High | | |
| Comments | - | | |
| Approval Signature | <i>Aidid Daniel</i> | Date Signed | 25 March 2021 |

| 3.) CHANGE CONTROL BOARD – DECISION | | | |
|-------------------------------------|---|-------------|---------------|
| Decision | <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Rejected <input type="checkbox"/> More Info | | |
| Decision Date | 25 March 2021 | | |
| Decision Explanation | CCB view this module helps to monitor the user who modified the data. | | |
| Conditions | Proceed | | |
| Approval Signature | <i>Diana Nordin</i> | Date Signed | 25 March 2021 |

| 1.) SUBMITTER - GENERAL INFORMATION | | | |
|-------------------------------------|--|--|--|
| CR# | 6.0 | | |
| Type of CR | <input checked="" type="checkbox"/> Enhancement | <input type="checkbox"/> Defect | <input type="checkbox"/> New Function |
| Project/Program/Initiative | Staff Management System | | |
| Submitter Name | Diana Nordin | | |
| Brief Description of Request | Alert notification when managing data. | | |
| Date Submitted | 12 March 2021 | | |
| Date Required | 31 March 2021 | | |
| Priority | Improvement on interface | <input type="checkbox"/> Medium | <input checked="" type="checkbox"/> High |
| Reason for Change | Allow user to notify for changes occur when manage data. | | |
| Other Artifacts Impacted | Non | | |
| Assumptions and Notes | - | | |
| Comments | - | | |
| Attachments or References | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | |
| Approval Signature | <i>Aidid Daniel</i> | Date Signed | 12 March 2021 |

| 2.) PROJECT MANAGER - INITIAL ANALYSIS | | | |
|--|---------------------|-------------|---------------|
| Duration Impact | 12 hours | | |
| Schedule Impact | 2 days | | |
| Cost Impact | Low | | |
| Comments | - | | |
| Approval Signature | <i>Aidid Daniel</i> | Date Signed | 14 March 2021 |

| 3.) CHANGE CONTROL BOARD – DECISION | | | |
|-------------------------------------|--|---|-----------------------------------|
| Decision | <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Approved with Conditions | <input type="checkbox"/> Rejected |
| Decision Date | 15 March 2021 | | |
| Decision Explanation | CCB view this module will make the system give feedback to user. | | |
| Conditions | Proceed | | |
| Approval Signature | <i>Diana Nordin</i> | Date Signed | 15 March 2021 |

1.) SUBMITTER - GENERAL INFORMATION

| | | | | |
|------------------------------|--|--|--|---|
| CR# | 7.0 | | | |
| Type of CR | <input type="checkbox"/> Enhancement | <input type="checkbox"/> Defect | <input checked="" type="checkbox"/> New Function | |
| Project/Program/Initiative | Staff Management System | | | |
| Submitter Name | Diana Nordin | | | |
| Brief Description of Request | Application of annual leave, emergency leave and medical leave | | | |
| Date Submitted | 12 March 2021 | | | |
| Date Required | 31 March 2021 | | | |
| Priority | Improvement on interface | <input type="checkbox"/> Medium | <input type="checkbox"/> High | <input checked="" type="checkbox"/> Mandatory |
| Reason for Change | Staff can apply leave. | | | |
| Other Artifacts Impacted | SRS/STP | | | |
| Assumptions and Notes | - | | | |
| Comments | - | | | |
| Attachments or References | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | | |
| Approval Signature | <i>Aidid Daniel</i> | | Date Signed | 12 March 2021 |

2.) PROJECT MANAGER - INITIAL ANALYSIS

| | | | |
|--------------------|---------------------|-------------|---------------|
| Duration Impact | 112 hours | | |
| Schedule Impact | 2 weeks | | |
| Cost Impact | High | | |
| Comments | - | | |
| Approval Signature | <i>Aidid Daniel</i> | Date Signed | 16 March 2021 |

3.) CHANGE CONTROL BOARD – DECISION

| | | | | |
|----------------------|--|---|-----------------------------------|------------------------------------|
| Decision | <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Approved with Conditions | <input type="checkbox"/> Rejected | <input type="checkbox"/> More Info |
| Decision Date | 17 March 2021 | | | |
| Decision Explanation | CCB view this module will allow for the employee to apply leave. | | | |
| Conditions | Proceed | | | |
| Approval Signature | <i>Diana Nordin</i> | Date Signed | 17 March 2021 | |

1.) SUBMITTER - GENERAL INFORMATION

| | | | | |
|------------------------------|--|--|---------------------------------------|---|
| CR# | 8.0 | | | |
| Type of CR | <input checked="" type="checkbox"/> Enhancement | <input type="checkbox"/> Defect | <input type="checkbox"/> New Function | |
| Project/Program/Initiative | Staff Management System | | | |
| Submitter Name | Diana Nordin | | | |
| Brief Description of Request | Data error handling. | | | |
| Date Submitted | 12 March 2021 | | | |
| Date Required | 31 March 2021 | | | |
| Priority | Improvement on interface | <input type="checkbox"/> Medium | <input type="checkbox"/> High | <input checked="" type="checkbox"/> Mandatory |
| Reason for Change | Let the system handle any logic error and runtime error. | | | |
| Other Artifacts Impacted | Non | | | |
| Assumptions and Notes | - | | | |
| Comments | - | | | |
| Attachments or References | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | | |
| Approval Signature | <i>Aidid Daniel</i> | | Date Signed | 12 March 2021 |

2.) PROJECT MANAGER - INITIAL ANALYSIS

| | | | |
|--------------------|---------------------|-------------|---------------|
| Duration Impact | 36 hours | | |
| Schedule Impact | 6 days | | |
| Cost Impact | Medium | | |
| Comments | - | | |
| Approval Signature | <i>Aidid Daniel</i> | Date Signed | 17 March 2021 |

3.) CHANGE CONTROL BOARD – DECISION

| | | | | |
|----------------------|---|---|-----------------------------------|------------------------------------|
| Decision | <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Approved with Conditions | <input type="checkbox"/> Rejected | <input type="checkbox"/> More Info |
| Decision Date | 18 March 2021 | | | |
| Decision Explanation | CCB view this module will make the system handle data when error occur. | | | |
| Conditions | Proceed | | | |
| Approval Signature | <i>Diana Nordin</i> | Date Signed | 18 March 2021 | |

1.) SUBMITTER - GENERAL INFORMATION

| | | | | |
|------------------------------|---|--|---------------------------------------|---|
| CR# | 9.0 | | | |
| Type of CR | <input checked="" type="checkbox"/> Enhancement | <input type="checkbox"/> Defect | <input type="checkbox"/> New Function | |
| Project/Program/Initiative | Staff Management System | | | |
| Submitter Name | Diana Nordin | | | |
| Brief Description of Request | Dashboard UI enhancement | | | |
| Date Submitted | 12 March 2021 | | | |
| Date Required | 31 March 2021 | | | |
| Priority | Improvement on interface | <input type="checkbox"/> Medium | <input type="checkbox"/> High | <input checked="" type="checkbox"/> Mandatory |
| Reason for Change | More informative dashboard | | | |
| Other Artifacts Impacted | Non | | | |
| Assumptions and Notes | - | | | |
| Comments | - | | | |
| Attachments or References | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | | |
| Approval Signature | <i>Aidid Daniel</i> | | Date Signed | 12 March 2021 |

2.) PROJECT MANAGER - INITIAL ANALYSIS

| | | | |
|--------------------|---------------------|-------------|----------|
| Duration Impact | 36 hours | | |
| Schedule Impact | 6 days | | |
| Cost Impact | Medium | | |
| Comments | - | | |
| Approval Signature | <i>Aidid Daniel</i> | Date Signed | 16 March |

3.) CHANGE CONTROL BOARD – DECISION

| | | | | |
|----------------------|--|---|-----------------------------------|------------------------------------|
| Decision | <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Approved with Conditions | <input type="checkbox"/> Rejected | <input type="checkbox"/> More Info |
| Decision Date | 17 March 2021 | | | |
| Decision Explanation | CCB view this module will make the dashboard more informative. | | | |
| Conditions | Proceed | | | |
| Approval Signature | <i>Diana Nordin</i> | Date Signed | 17 March 2021 | |

1.) SUBMITTER - GENERAL INFORMATION

| | | | |
|------------------------------|--|--|---|
| CR# | 10.0 | | |
| Type of CR | <input checked="" type="checkbox"/> Enhancement | <input type="checkbox"/> Defect | <input type="checkbox"/> New Function |
| Project/Program/Initiative | Staff Management System | | |
| Submitter Name | Diana Nordin | | |
| Brief Description of Request | Input validation handler | | |
| Date Submitted | 12 March 2021 | | |
| Date Required | 31 March 2021 | | |
| Priority | Improvement on interface | <input type="checkbox"/> Medium | <input type="checkbox"/> High <input checked="" type="checkbox"/> Mandatory |
| Reason for Change | To allow system to check any error when user input data. | | |
| Other Artifacts Impacted | Non | | |
| Assumptions and Notes | - | | |
| Comments | - | | |
| Attachments or References | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | |
| Approval Signature | Aidid Daniel | Date Signed | 12 March 2021 |

2.) PROJECT MANAGER - INITIAL ANALYSIS

| | | | |
|--------------------|--------------|-------------|---------------|
| Duration Impact | 30 hours | | |
| Schedule Impact | 8 days | | |
| Cost Impact | Low | | |
| Comments | - | | |
| Approval Signature | Aidid Daniel | Date Signed | 20 March 2021 |

3.) CHANGE CONTROL BOARD – DECISION

| | | | | |
|----------------------|---|---|-----------------------------------|------------------------------------|
| Decision | <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Approved with Conditions | <input type="checkbox"/> Rejected | <input type="checkbox"/> More Info |
| Decision Date | 21 March 2021 | | | |
| Decision Explanation | CCB view this module will help the system to handle input validation. | | | |
| Conditions | Proceed | | | |
| Approval Signature | Diana Nordin | Date Signed | 21 March 2021 | |