

Change Request Form

Project	ICS199 Project
Change Requestor	Client
Date	2018, May 29
Change Request #	CR01

Change Category (Check all that apply)

- | | | |
|-----------------------------------|------------------------------------|---|
| <input type="checkbox"/> Schedule | <input type="checkbox"/> Cost | <input type="checkbox"/> Scope |
| <input type="checkbox"/> Testing | <input type="checkbox"/> Resources | <input checked="" type="checkbox"/> Requirements/Deliverables |

Does this Change Affect (Check all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> Corrective Action | <input type="checkbox"/> Preventative Action | <input type="checkbox"/> Defect Repair |
| <input type="checkbox"/> Update | <input checked="" type="checkbox"/> Other | |

Describe the Change Being Requested

R10 – Provide a confirmation email sent to the client after they place their order

is being change to

R10 – Create a file containing the order confirmation that at a future date can be mailed to the client as an email message

Describe the Reason for the Change

The client is in the middle of switching email providers and is currently unable to access email functionality

Describe all Alternatives Considered

N/A

Describe any Technical Changes Required to Implement this Change

N/A

Estimate Resource and Costs Needed to Implement this Change

No impact on time or resources to switch this requirement.

Disposition

☒

Approved

☐

Rejected

☐

Deferred

Change Board Approval

Name	Signature	Date
Doug Greening		2018, May 29