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| **CHANGE REQUEST FORM** | | |
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| **Change Description** | | |
| **Project Name:** SFP Web ROA | **Change Name:** Risk Assessment | **Proposed Number:** 0.3 |
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| **Requested By:** SFP (Aakifah) | **Contact:** | **Date:** 08 December 2022 |
| **Description of Change:**  Adding a new tab called Risk Assessment in existing Web Form | | |
| **Reason for Change:**  Upgradation | | |
| **Priority: 1. High 2. Medium 3. Low** | | |
| **Impact on Deliverables:**  No impact at all as main application was already developed. | | |
| **Impact of Not Responding to Change (and Reason Why):** | | |
| **Date Needed:** 20 December 2022 | **Approval of Request:** | **Date:** 03 January 2023 |

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| **Change Impact** | |
| **Tasks/Scope Affected:** | Development was already completed, so no tasks were delayed. |
| **Cost Evaluation:** |  |
| **Risk Evaluation:** |  |
| **Quality Evaluation:** | QA will be done by Change Request 01 QA team. |
| **Additional Resources:** | - |
| **Duration:** | 2 Weeks |
| **Additional Effort:** |  |
| **Impact on Deadline:** | N.A. |
| **Alternative and Recommendations:** |  |
| **Comments:** |  |

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| **Sign Offs** | |
| **[Circle One]: 1. Accepted 2. Deferred 3. Rejected 4. More Info Requested** | |
| **Comments:**  It is doable, and will begin on 8 December, 2022 and will be completed by 20 December, 2022. | |
| **Project Manager Signature:** | **Date:** |
| **Decision Maker Signature:** | **Date:** |