需求、设计和开发变更表

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 产品名称 | 实验室信息管理系统 | | | | | | | | | | | | | | | | | | | | | | | | |
| 项目名称 | 实验室信息管理系统（LIMS） | | | | | | | | | | | | | | | | | | | | 项目经理 | | |  | |
| 变更申请人 |  | | | | | | | | | | | | | | | 申请时间 | | | | | 年 月 日 | | | | |
| 变更类型 | □ 新增需求  需求变更 □ 内部改进 □ 产品缺陷  □ 系统环境变更 □ 其他 | | | | | | | | | | | | | | | | | | | | | | | | |
| 变更描述 | *变更前的描述（若是新需求，则不需填写此栏）：* | | | | | | | | | | | | | | | | | | | | | | | | |
| *新需求或变更后的描述：* | | | | | | | | | | | | | | | | | | | | | | | | |
| 变更影响的配置项 | 序号 | 配置项 | | | | | | | | | 影响描述 | | | | | | | | | | | | 当前版本 | | |
| 1 | 需求变更 | | | | | | | | | 受影响的文档版本号的更新 | | | | | | | | | | | |  | | |
|  |  | | | | | | | | |  | | | | | | | | | | | |  | | |
|  |  | | | | | | | | |  | | | | | | | | | | | |  | | |
|  |  | | | | | | | | |  | | | | | | | | | | | |  | | |
| 变更评审方式 | □ 项目组裁决 □ 召开评审会议 □ 会签评审 | | | | | | | | | | | | | | | | | | | | | | | | |
| 评审负责人 |  | | | | 评审成员 | | | |  | | | | | | | | | | | | | | | | |
| 评审  意见 | *更改对产品组成部分的影响：* | | | | | | | | | | | | | | | | | | | | | | | | |
| *更改方案描述：* | | | | | | | | | | | | | | | | | | | | | | | | |
| 变更对进度的影响（天） | | | | | | |  | | | | | | | | | | | | | | | | | |
| 变更对成本的影响 | | | | | | |  | | | | | | | | | | | | | | | | | |
| 变更对质量的影响 | | | | | | |  | | | | | | | | | | | | | | | | | |
| 变更引起的风险 | | | | | | |  | | | | | | | | | | | | | | | | | |
| 技术评审结论 | □ 可以更改 □ 拒绝变更 | | | | | | | | | | | | | | | | | | | | | | | | |
| 是否属不合格 | □ 是 □ 不是 | | | | | | | | | | | | | | | | | | | | | | | | |
| 评审人员  签字 | 评审负责人 | | | | | 评审人 | | | | 评审人 | | | | 评审人 | | | | | 评审人 | | | 评审人 | | | 评审人 |
|  | | | | |  | | | |  | | | |  | | | | |  | | |  | | |  |
| 项目经理  意见 | □ 立即更改 □ 推迟更改 □ 拒绝变更 | | | | | | | | | | | | | | | | | | | | | | | | |
| 签 字 | |  | | | | | | | | | 日 期 | | | | | 年 月 日 | | | | | | | | |
| 公司主任  确认 |  | | | | | | | | | | | | | | | | | | | | | | | | |
| 签 字 | |  | | | | | | | | | | 日 期 | | | | | 年 月 日 | | | | | | | |
| 变更当前状态 | □ 已指派 □ 已打开 □ 已更改 □ 已验证 | | | | | | | | | | | | | | | | | | | | | | | | |
| 更改情况 |  | | | | | | | | | | | | | | | | | | | | | | | | |
| 更改人签字 | | | | |  | | | | | | | | | 日 期 | | | | | 年 月 日 | | | | | |
| 更改验证情况 |  | | | | | | | | | | | | | | | | | | | | | | | | |
| 验证人签字 | | | | |  | | | | | | | | | 日 期 | | | | | 年 月 日 | | | | | |
| 变更配置项验证 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 变更的配置项 | | | | 责任人 | | | 完成日期 | | | | | | | | | 版本 | | | | | 公司审核结论 | | | | |
|  | | | |  | | |  | | | | | | | | |  | | | | |  | | | | |
|  | | | |  | | |  | | | | | | | | |  | | | | |  | | | | |
|  | | | |  | | |  | | | | | | | | |  | | | | |  | | | | |
|  | | | |  | | |  | | | | | | | | |  | | | | |  | | | | |