|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1) Recording** | | | | **CRH No.** **1** | | | | | | | **Project PTD** | | |
| Request Mode:  E-mail  Fax  Telephone  Other, specify: Meeting | Requested by : To Hoa Duy Man | | | Status | | | | | | | | | |
|
| Evaluated | | | | | | | | | |
| Accepted | | | | Taken as sub project | | | | | Rejected |
| Implemented | | | |
| Reviewed | | | |
| **Details of change :** Add category of testingfor dashboard ( For presentation and future release ) | | | |
| Released | | | |
|
| Closed | | | | | | | | | |
| **Date of request:** 1/5/2017 | | | | | | **Date of Response:** 1/6/2017 | | | |
|
| **Received by :** Capstone Team | | | | | | | | | |
|  | | | | | | | | | | | | | |
| 2) Evaluation (Refer to section 2A in next page) | | | | | | | | | | | | | |
| **Classification:**  Problem Resolution  Enhancement  Functional Expansion | | Evaluated by : To Hoa Duy Man | | | | | | | Date of Evaluation : 1/6/2017 | | | | |
| Scheduled start Date for Implementation: 1/6/2017 | | | | | | | Estimated Effort : | | | | |
| Estimated Delivery Date : 1/29/2017 | | | | | | | Critical | | | Non-critical | |
| **Evaluation remarks:** | | | | | | | | | **Review required?** | | | Not required  Modified sections  Complete | |
| **Testing required?** | | | Not required  Modified sections  Complete | |
|  | | | | | | | | | | | | | |
| 3) Approval | | | | | | | | | | | | | |
| **Approval by :** To Hoa Duy Man | | | | | | **Date:** 1/6/2017 | | | | | | | |
| **Approval remarks :** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| 4) Change Implementation | | | | | | | | | | | | | |
| **Actual Effort :** 4 | | | | | | **Date :** 1/6/2017 | | | | | | | |
| **Implementation remarks :** | | | | | | | | | | | | | |
| **5) Review of Changes :** | | | | | | | | | | | | | |
| **Change Review Remarks :** | | | | | | | | | | | | | |
| **Reviewed by :** To Hoa Duy Man | | | | | **Date of Review :** 1/9/2017 | | | | | | | | |
|  | | | | | | | | | | | | | |
| **6) Release** (Refer to section 6A in next page) | | | | | | | | | | | | | |
| **Released by :** The Capstone Team | | | **Release Date :** 29/5/2017 | | | | **Released To :** | | | | | | |
|  | | | | | | | | | | | | | |
| **7) Closure** | | | | | | | | | | | | | |
| **Date of closing:** 1/9/2017 | | | | | | | | | | | | | |
| **Remarks:** | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | | | | | CRH No. | | |
| 2A) Affected Configuration items List | | | | | | | | | | | | | | | |
| During Evaluation | | | | | After Review | | | | | | | Internal release | | | Remarks |
| **Sl** | **Configuration Item** | **Assigned To** | **Est. Effort** | **Old**  **Ver**  **No.** | **New**  **Ver**  **No.** | | | **Act. Effort** | | | | **Pre-release check done (Y/N)** | | **Date** |
|  | Test Module | Capstone Team | 4 | Release 1 | Release 2 | | | 4 | | | | Y | | 1/9/2017 |  |
|  |  |  |  |  |  | | |  | | | |  | |  |  |
|  |  |  |  |  |  | | |  | | | |  | |  |  |
|  |  |  |  |  |  | | |  | | | |  | |  |  |
|  |  |  |  |  |  | | |  | | | |  | |  |  |
|  |  |  |  |  |  | | |  | | | |  | |  |  |
|  |  |  |  |  |  | | |  | | | |  | |  |  |
|  |  |  |  |  |  | | |  | | | |  | |  |  |
|  |  |  |  |  |  | | |  | | | |  | |  |  |
|  |  |  |  |  |  | | |  | | | |  | |  |  |
|  | Total |  |  |  |  | | |  | | | |  | |  |  |
|  | | | | | | | | | | | | | | | |
| **7A) Verification (Pre-Release check)** | | | | | | | | | | | | | | | |
| **Points to be checked** | | | | | | Y/N | | | | | **Remarks** | | | | |
| Internal Release | | | | | | | | | | | | | | | |
| 1. Does the individual CIs have the comments indicating the exact change done. Also, a pointer to CRH number? | | | | | | | Y | | |  | | | | | |
| 2. Is CI Masterlist updated with latest changes? | | | | | | | Y | | |  | | | | | |
| 3. Are the Change Review Reports available? | | | | | | | Y | | |  | | | | | |
| 4. Are correct versions of CIs after change being released? | | | | | | | Y | | |  | | | | | |
| 5. Is Traceability Matrix updated? | | | | | | | N | | |  | | | | | |
| **Release to the customer** | | | | | | | | | | | | | | | |
| 6. Are the CIs free from known software viruses? | | | | | | | Y | |  | | | | | | |  |  |
| 7. Has the baselining been done? | | | | | | | Y | | |  | | | | | |
| 8. Has the release log been updated? | | | | | | | Y | | |  | | | | | |
| **Verified by : To Hoa Duy Man** | | | | | | | **Date :** **1/9/2017** | | | | | | | | |