# Change Control Form

***Change Request #: \_1\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project: VCMS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

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| ***CHANGE REQUEST INITIATION:*** Originator: Monalisa Phone#: (+65)92464470 email: monalisa.debnath@nus.edu.sg  Date Submitted: \_\_5\_\_/\_9\_\_/ ’17\_\_ System/Product/Service Name: \_\_\_\_VCMS\_\_\_\_\_\_\_\_\_\_\_\_ Version Number: R1.0.8\_\_\_\_\_\_\_\_\_\_ |
| ***CONFIGURATION ITEMS IMPACTED:*** Software: \_Y\_\_ Firmware: \_\_\_ Hardware: \_\_\_ Documentation: \_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ***CHANGE TYPE:*** New Requirement: \_Y\_\_ Requirement Change: \_\_\_ Design Change: \_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ***REASON:*** Legal: \_\_\_ Market: \_\_\_ Performance: \_\_\_ Customer Request: \_\_\_ Defect: \_\_\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ***PRIORITY:*** Emergency: \_\_\_\_\_\_ Urgent: \_Y\_\_\_\_\_ Routine: \_\_\_\_\_\_ ***Date Required: \_\_\_\_/\_\_\_\_/\_\_\_\_*** |
| ***CHANGE DESCRIPTION:*** *(Detail functional and/or technical information. Use attachment if necessary.)*  ***Enhancement***  Denomination quantity, amount that totals to cash held, coins expected to be collected is to be displayed in Maintenance panel against “collect cash” field.  ***Attachments:*** Yes / No |
| ***TECHNICAL EVALUATION:*** *(Use attachment to explain changes, impact on other entities, impact on performance etc.)*  Received By: \_\_\_\_\_\_\_\_\_\_\_ Date Received: \_\_\_/\_\_\_/\_\_\_ Assigned To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Assigned: \_\_\_/\_\_\_/\_\_\_  Type of Software/Hardware/etc. Affected\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Modules Affected: Component Date Completed Assigned**  1. Maintenance Panel Maintenance Panel\_\_\_\_ 27/08/2017 Rachel  2. Store\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_Maintenance Panel\_\_\_ 27/08/2017 Rachel  3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ \_\_\_\_\_\_\_  4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ \_\_\_\_\_\_\_  **Documentation Affected: Section # Page # Date Completed Assigned**  1. Design Model Report. 3.6.6 25 \_\_5\_\_/\_\_9\_\_/2017\_\_\_ Mona  2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ \_\_\_\_\_\_\_  3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ \_\_\_\_\_\_\_ |
| ***TIME ESTIMATES to make the change: (Use attachment if necessary.)***  **Lifecycle Stage Est. Time Act. Time Date Comp. Action By Remarks**  Analysis/Design -hr -hr 27/8/2017  Coding/Testing -hr - hr 27/8/2017  Acceptance -hr -hr 27/8/2017  **Total Hours: \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  ***Project Impact Analysis Needed:* Yes / No *(If yes, include impact on budget, resources, schedule, risk etc.)*** |
| ***APPROVALS:*** Change Approved: \_\_\_\_\_\_ Change Not Approved: \_\_\_\_\_\_ Hold (Future Enhancement): \_\_\_\_\_\_  Release Approved: \_\_\_\_\_\_ Release Date: \_\_\_\_\_\_  1. Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  2. Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  3. Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ |