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Change Request Form

Van Lang Admissions

# Revision Table

|  |  |  |  |
| --- | --- | --- | --- |
| **Author** | **Date** | **Reason for changes** | **Version** |
| Minh Đoàn | 23/10/2016 | Initial Document | 1.0 |
| Minh Đoàn | 23/10/2016 | Update Template | 1.1 |
| Khoi Nguyen | 24/5/2017 | Fix template | 2.0 |

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# INTRODUCTION

## Purpose

* Purpose of this document is view the Change Request Form. It is used to request the change of software project.

## Audience

The intended audiences of the Change Request Form are

|  |  |
| --- | --- |
| **Intended Audience** | **Description** |
| Stakeholder | Customer, BSS-Team |
| Change Control Board | Team leader |

# Change Request Form

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Change Request** | | | | | |
| **CR#** | [CR001] | | | | |
| **Type of CR** | Enhancement | Defect |  | | |
| **Project/Program/Initiative** |  | | | | |
| **Submitter Name** |  | | | | |
| **Brief Description of Request** | [Enter a detailed description of the change being requested] | | | | |
| **Date Submitted** | (dd/MM/yyyy) | | | | |
| **Date Required** | (dd/MM/yyyy) | | | | |
| **Priority** | Low | Medium | High | | Mandatory |
| **Reason for Change** | [Enter a detailed description of why the change is being requested] | | | | |
| **Other Artifacts Impacted** | [List other artifacts affected by this change] | | | | |
| **Assumptions and Notes** | [Document assumptions or comments regarding the requested change] | | | | |
| **Comments** | [Enter additional comments] | | | | |
| **Attachments or References** | Yes | No |  | | |
| **Link:** | | | | |
| **Approval Signature** | [Approval Signature] | | **Date Signed** | (dd/MM/yyyy) | |