**Shelley Software Development**

This form is design to gather information about your current system.

Please complete this form below and email it back to us, with attached the ‘Requirements Form’ which is available on our website. [Scott@ShelleySoftDev.com.au](mailto:Scott@ShelleySoftDev.com.au)

System = website, software, mobile app, etc.

\* = required

**Full Name:** \* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Role:** **\*** \_\_\_\_\_\_\_\_\_\_\_

**Company or organisation name:** \* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Is this System develop by Shelley Software Development: \*** Yes / No

If no please fill in the contexts below

|  |
| --- |
| **System Name:** \* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Version Number:** \_\_\_\_\_\_  **Frameworks and Language written in:** \* (C#, C++, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Database: \*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Where it Hosted:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Configuration Item: \*** (Please tick or type ‘Yes’)

Website: \_\_\_\_\_\_\_\_ Software: \_\_\_\_\_\_\_\_ Documentation: \_\_\_\_\_\_\_\_\_

(Please tick or type ‘Yes’ of one the following checkboxes)

|  |  |  |  |
| --- | --- | --- | --- |
| **Reason: \*** |  |  |  |
| Legal: \_\_\_\_ | Business: \_\_\_\_ | Performance Tuning: \_\_\_\_ | Defect: \_\_\_\_ |
| **Priority: \*** |  |  |  |
| Emergency: \_\_\_\_ | Urgent: \_\_\_\_ | Routine: \_\_\_\_ | Date Required: \_\_\_/\_\_\_/\_\_\_ |

|  |  |
| --- | --- |
| **Change Type: \*** | |
| New Requirement: \_\_\_\_\_\_\_\_\_\_\_\_ | Requirement Change: \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Design Change: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Other: \_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Change Description:** \* (Detail functional or technical information. Use attachment if necessary.) |

Name: \_\_\_\_\_\_\_\_\_\_\_\_ Job Role: \_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_ Job Role: \_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_ Job Role: \_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_