**BASIC CHANGE REQUEST FORM**

CHANGE REQUEST FORM

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PROJECT NAME | | |  | PRIORITY | |
| Learning Management System | | |  | X | HIGH |
| REQUESTED BY | DATE | REQUEST NO. |  |  | MEDIUM |
| Hoang Minh Thong | 06/06/2025 | 001 |  |  | LOW |

CHANGE DESCRIPTION

|  |
| --- |
| I am proposing to add a function that let the Lecturer to copy and use an existing course’s details, description, and material when they create a new course. |

CHANGE REASON

|  |
| --- |
| This change will fasten the course creation process for Lecturers who teach recurring or similar courses, reduces repetitive data entry, and helps maintain consistency. |

IMPACT OF CHANGE

|  |  |
| --- | --- |
| SCOPE |  |
| BUDGET |  |
| TIMELINE |  |
| RESOURCES |  |

APPROVED OR DENIED

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | APPROVED OR DENIED BY | DATE |
|  | APPROVED |  |  | DENIED |  |  |  |