|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **The size of RF in man months (MM)** | **Maximum time to complete the acceptance** | **Finish handover code** |
| **Very Urgent RF:** According to CEO or Stragtery/ Legal Department’s plan | | | |
| **Urgent RF** | | | Time to handover = day acceptance test + **2 working days** |
| 1 | Campaign requirements | Keep deadline of Business Department |
| 2 | X ≤ 02MW | 2 weeks from "**InProgress**" status on Requirement system |
| 3 | X > 01MM | 1 month from "**InProgress**" status on Requirement system |
| **Normal RF** | | | Time to handover = day acceptance test + **5 working days** |
| 1 | X ≤ 01MM | 1 month from **Start** date |
|  | 01MM < X ≤  02MM | 1.5 months from **Start** date |
| 2 | X >03MM | 2 months from **Start** date |
| 3 | New Product/ Project | 3 months from **Start** date |

**Explain**:

* X: is effort estimate of RF according to the guide.
* "**InProgress**" status on IBM: date RF is approved about plan, effort and prototype by Request department.
* If RF **Draft** **before** the 20th of month n, **Start date** is the **1st of month n+1**.
* If RF **Draft** **after** the 20th of month n, **Start date** is the **1st of month n+2**.