

REQUEST FOR CHANGE & RELEASE (RFC)

REQUESTOR	Pathul Wadi
COMPANY	PT. Dipo Star Finance
SERVICE	OLSS
CHANGE TICKET NO.	C0024018

I. CHANGE DESCRIPTION

Title	CR Enhancement Asset Management Module & CR Monitoring Budget Registration
Description	Currently OLSS do not have the information about how many units they have, contract history of the unit and history of unit's location. Asset Selling module not link to asset management module too. Users need to have all of the information to track the history of the unit. Also, monitoring budget registration is needed because now they maintain it manually.
Reason (e.g: bussiness benefit)	System can provide some data for users such as: <ul style="list-style-type: none"> - All DSF's unit with status. - Contract history, Record Daily History - Aging Status, Aging Location, Aging Auction House - Database Manual Report that user create manually as a report to management - Budget and Invoice Monitoring Renewal Document - Report History Renewal Document per unit and per agreement
Risk/Impact Analysis	<div> <input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> Availability <input type="checkbox"/> Performance <input type="checkbox"/> Capacity <input type="checkbox"/> Security <input type="checkbox"/> Documentation <input checked="" type="checkbox"/> Others </div> <p><i>Description:</i></p> <ol style="list-style-type: none"> 1. User ask for data maintenance to update Asset data when they need to change many units per day. 2. User not update data real time so the aging days is not valid.
Risk Mitigation (Action to prevent the occurance of the negative risk)	Others: <ol style="list-style-type: none"> 1. Set SOP about data maintenance asset or set minimal total data that can be helped to edit by data maintenance (for example: User can ask data maintenance to change status 2 if there are 30 unit sold manually on the same day). 2. Hire one user special to update asset management data.
Roll Back Plan	<ol style="list-style-type: none"> 1. Prepare database backup & rollback script 2. Backup web application folder 3. If rollback needed, then restore database backup / run rollback script and restore web application folder
Exit Criteria	All new additional fields, views, buttons, functionalities and reports as stated in BRD running well in OLSS
Cost of change	83 MD With detail as follows: <ol style="list-style-type: none"> 1. Document & Design = 25 MD 2. Development = 37 MD

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	3. SIT = 12 MD 4. UAT = 8 MD 5. Deploy to Production = 1 MD		
CR Type	<input type="checkbox"/> Emergency	<input checked="" type="checkbox"/> Normal	
Category	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Medium	<input type="checkbox"/> Minor
Priority (for Normal CR Type)	<input checked="" type="checkbox"/> High	<input type="checkbox"/> Medium	<input type="checkbox"/> Low
Release Plan Date	14 July 2020		

RELEASE PLAN/RUNDOWN ACTIVITIES

No	Task	PIC	Start Date	End Date
1	Requirement & Design	BA : 25 MD	28 January 2020	16 April 2020
2.	Development	PG : 37 MD	17 April 2020	15 June 2020
3.	SIT	BA & PG: 12 MD	16 June 2020	1 July 2020
4.	UAT	BA & PG: 8 MD	2 July 2020	13 July 2020
5.	Deploy to Production	BA & PG: 1 MD	14 July 2020	14 July 2020

If the change plan/rundown cannot be written in the above table, it can be written in other supporting document format (as attachment of this RFC)

II. Supporting Document

No	Document Name
1	CR-200519-610
2	CR-170719-661
3	Enhancement Management Module BRD



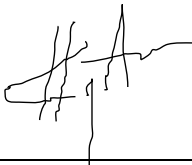

III. Documentation Checklist

Document	Required to Create/Update?	Approved?	Remarks
FSD	Yes	No	
User Manual	Yes	No	

The above documents are adjustable depends on each service.

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APPROVAL

BSI Approval			
Division Head	Unit Head	Service Manager	Change Manager
			
Name: Valentinus A. Bay	Name: Devilosa Indra K.	Name: Fajar S. Putra	Name: Cristin Purnama
Date: 16-Apr-2020	Date: 20 Apr 2020	Date: 17 Apr 2020	Date: 17 Apr 2020

Customer Approval		
IT Department	Superior	Requestor
Name:	Name:	Name:
Date:	Date:	Date: