C42391: IM/BUG FIX CHANGE – DSD Press – StoreCashCount – October 2020- 5/6 Team Leader / IT Manager Signoff

Dear Change Management Team,

As Team Leader / IT manager and concerning the change C42391 – IM/BUG FIX CHANGE – DSD Press – StoreCashCount – October 2020

Hereby, I guarantee that the change :

* Has undergone all possible actions to guarantee the successful implementation
  + The modifications have been tested
  + The impact on other systems has been validated
  + The necessary communications to business & IT partners have been done
* Is compliant with the Change Management Process in term of quality and documentation completeness.

Hence it contains minimum :

* + A clear description of **what** will be executed, **when** it will be executed and **why** the change needs to be executed
  + If the purpose of the change is to solve an incident (a service request is not an incident!):
    - the incident is linked to the change in HPSC.
    - the urgency of the change is in line with the priority of the incident.
  + **Risk Assessment** sheet is available in the TER Folder and the risk level in HPSC is aligned with the risk assessment result
  + Tests have been performed when possible and **test evidences** are available in the TER folder
  + Formal **business signoff** is available in the TER Folder
  + A **Backout plan** is foreseen, has been tested and is documented in the TER Folder
  + For all tests or backout that can’t be performed for any reason, this one is at minimum documented.
  + A clear and complete **MTP** (Move to Production) is available in the TER Folder and understandable by all stakeholders.
* Can be moved to production on the date mentioned in the Implementation Start Date field in HPSC

*Remarks :*

* + *When pushing a RFC to 5/6 the implementation start date is calculated automatically. So the proposed implement start date is not always the date on which they like the RFC to be executed.*
  + *The desired implementation date should be documented in the schedule remarks field in the MTP document.*

I understand that :

* Change Management Team may :
  + request anytime additional information/document to document this change
  + overrule the risk assessment sheet when a potential risk is detected (scope of change, conflicts, frozen periods,…)

Thanks and regards,

Akash Kumar Singh