

## Change Control Form

Change Request #: \_\_\_\_\_  
Platform

Project: Freedom Ecommerce

<b>CHANGE REQUEST INITIATION:</b> Originator: _____ Phone#: (____) _____ email: _____ Date Submitted: ____/____/____ System/Product/Service Name: _____ Version Number: _____																																												
<b>CONFIGURATION ITEM:</b> Software: ____ Firmware: ____ Hardware: ____ Documentation: ____ Other: _____																																												
<b>CHANGE TYPE:</b> New Requirement: ____ Requirement Change: ____ Design Change: ____ Other: _____																																												
<b>REASON:</b> Legal: ____ Market: ____ Performance: ____ Customer Request: ____ Defect: ____ Other: _____																																												
<b>PRIORITY:</b> Emergency: ____ Urgent: ____ Routine: ____ <b>Date Required:</b> ____/____/____																																												
<b>CHANGE DESCRIPTION:</b> (Detail functional and/or technical information. Use attachment if necessary.)  <b>Attachments:</b> Yes / No																																												
<b>TECHNICAL EVALUATION:</b> (Use attachment to explain changes, impact on other entities, impact on performance etc.) Received By: _____ Date Received: ____/____/____ Assigned To: _____ Date Assigned: ____/____/____ Type of Software/Hardware/etc. Affected: _____ Modules/Screens/Tables/Files Affected: _____																																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Documentation Affected:</th> <th style="text-align: center;">Section #</th> <th style="text-align: center;">Page #</th> <th style="text-align: center;">Date Completed</th> <th style="text-align: center;">Initial</th> </tr> </thead> <tbody> <tr> <td>Requirements Specification</td> <td>_____</td> <td>_____</td> <td>____/____/____</td> <td>_____</td> </tr> <tr> <td>System Design Specification</td> <td>_____</td> <td>_____</td> <td>____/____/____</td> <td>_____</td> </tr> <tr> <td>System Test Plan</td> <td>_____</td> <td>_____</td> <td>____/____/____</td> <td>_____</td> </tr> <tr> <td>Training Plan</td> <td>_____</td> <td>_____</td> <td>____/____/____</td> <td>_____</td> </tr> <tr> <td>User System Reference Manual</td> <td>_____</td> <td>_____</td> <td>____/____/____</td> <td>_____</td> </tr> <tr> <td>System Maintenance Manual</td> <td>_____</td> <td>_____</td> <td>____/____/____</td> <td>_____</td> </tr> <tr> <td>Other (Specify)</td> <td>_____</td> <td>_____</td> <td>____/____/____</td> <td>_____</td> </tr> </tbody> </table>					Documentation Affected:	Section #	Page #	Date Completed	Initial	Requirements Specification	_____	_____	____/____/____	_____	System Design Specification	_____	_____	____/____/____	_____	System Test Plan	_____	_____	____/____/____	_____	Training Plan	_____	_____	____/____/____	_____	User System Reference Manual	_____	_____	____/____/____	_____	System Maintenance Manual	_____	_____	____/____/____	_____	Other (Specify)	_____	_____	____/____/____	_____
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<b>APPROVALS:</b> Change Approved: ____ Change Not Approved: ____ Hold (Future Enhancement): ____ 1. Signature _____ Date: ____/____/____ 2. Signature _____ Date: ____/____/____ 3. Signature _____ Date: ____/____/____																																												