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Introduction

In this document explained the format of a change request and the process of change evaluation. We are using Asana project management tool for tracking tasks, changes and bugs.

1. Change Request Format

Change number:	id
Change requester:	"Name of the team member who requested change"
Date:	"Request date"
Requested change:	"Request details"
Affected components:	"Which part of development(software) will be affected by requested change"
Reason of change:	"Why this change must be done"
Priority:	"Importance degree of the change. How quickly this must done?"
Estimated Effort:	"Time needed to complete change task(in hours)"
Comment:	"Comments"

2. Change Evaluation

