Memorizing Help

Here's a guide for structuring **Software Change Request** and **Software Change Report** formats:

Software Change Request Format 📝

1.0 Change Request Identification 📑

- **1.1 Name, Identification, and Description of Software Configuration Item(s):**

    - **Name and Version Numbers**: Specify the name and version of the software configuration item(s) being affected.

    - **Description**: Provide a brief description of the configuration item(s) involved.

- **1.2 Requester and Contact Details:**

    - **Name of the Requester**: Specify the individual or team requesting the change.

    - **Contact Details**: Include phone numbers, emails, or any other relevant contact information.

- **1.3 Date, Location, and Time When the Change is Requested**:

    - Provide the date, time, and location of when the change request was submitted.

2.0 Description of the Change 💡

- **2.1 Description:**

    - **2.1.1 Background Information**: Include any background or context that helps explain why the change is necessary.

    - **2.1.2 Examples**: Provide supporting information like examples, error reports, or screenshots that help explain the need for the change.

    - **2.1.3 The Change**: Describe in detail the specific change being requested (what needs to be altered or added in the system).

- **2.2 Justification for the Change:**

    - Explain the reasons for requesting this change and how it will benefit the project/system.

- **2.3 Priority:**

- Specify the priority of the change request based on its criticality and impact on system functionality (e.g., high, medium, low).

Software Change Report Format 📄

Change Report Identification 📑

- **1.1 Name, Identification, and Description of Software Configuration Item(s):**
  - Provide the name, version, and a brief description of the software configuration item being reviewed.

- **1.2 Requester:**
  - Name and contact details of the person who initially requested the change.

- **1.3 Evaluator:**
  - Name of the person or team responsible for evaluating the change request.

- **1.4 Date and Time:**
  - Date and time when the change report was generated.

2.0 Overview of Changes Required to Accommodate Request 🛠️

- **2.1 Description of Software Configuration Item That Will Be Affected:**
  - Identify the configuration items in the system that will be impacted by the change request.

- **2.2 Change Categorization:**
  - Specify the type of change (e.g., bug fix, feature enhancement, performance improvement).

- **2.3 Scope of the Change:**
  - **2.3.1 Technical Work Required Including Tools**: Describe the technical steps required to implement the change, along with any special tools or resources needed.
  - **2.3.2 Technical Risks**: Outline any potential risks associated with making the change, such as system downtime, compatibility issues, or performance

degradation.

3.0 Cost Assessment 💰

- **Cost Assessment:**
    - Provide an estimate of the resources (time, personnel, tools) needed to implement the change. Include a cost estimate if applicable.

4.0 Recommendation ✅

- **4.1 Evaluator's Recommendation:**
    - Provide the evaluator's recommendation about whether the change should be approved, postponed, or rejected based on the analysis.
- **4.2 Internal Priority:**
    - State how critical the change is to the business operations and the internal priority assigned to the request (e.g., urgent, medium, low).

This format ensures that both the change request and change report are thoroughly documented, detailing every aspect of the proposed change, from its background and justification to technical assessments, risks, and costs involved.