

Change Request Form

Project Name: HOKO Design: Secured Sales Lead (XER100007 – 002)

Change Request Date: 02/06/2021

Summary

Request No: 5

Requested By: Angus White / Anya Kuenen-Perkins

Request Title: Change status of task “Client Review” to “Not Started”

Change Details

Change Description	To be completed by the requestor, the client or business analyst. Once the floor plans have been uploaded to Word Press, the status of the “Client Review” task under concept design must be updated to “Not Started”
Change Reason	To be completed by the requestor, the client or business analyst. To notify the Architect that the next task is ready to start on.
Impact of Change	To be completed by the business analyst or developer. No Impact.
Proposed Action	To be completed by the developer or solution architect. Add new settings to the config file to include the ‘Client Review’ task title and ‘Not Started’ task status. A new column will need to be added to the sales lead tracker spreadsheet for tracking if the ‘Client Review’ task status has been set to ‘Not Started’. Add a new step into the process that will find the task on the Monday.com board and set its status.

Workflow Input/Output Changes

Process Inputs – new or changes	To be completed by the business analyst or developer. N/A
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