

Change Request Form

Project Name: HOKO – Secured Lead Process (XER100007 – 002)

Change Request Date: 02/06/2021

Summary

Request No: 1

Requested By: Angus White / Anya Kuenen-Perkins

Request Title: Flythrough URL Activity Moved in the Workflow

Change Details

Change Description	To be completed by the requestor, the client or business analyst. Instead of having the attach flythrough URL activity in the middle of the workflow and being required before the workflow can continue, this activity should now be moved to the end of the workflow with the assumption an Architect may not attach the Flythrough for a few weeks.
Change Reason	To be completed by the requestor, the client or business analyst. It could be weeks before the architect decides to attach these URLs, therefore it shouldn't hold up the rest of the workflow.
Impact of Change	To be completed by the business analyst or developer. The attach Flythrough URL sub process will now be the last step on the Secured Lead process (PDD 2)
Proposed Action	To be completed by the developer or solution architect. Move the flythrough check to after sending the completion email.

Workflow Input/Output Changes

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

Workflow Updates

Updated workflow diagram. To be completed by the business analyst or developer.

N/A – The update will move an existing step to the end of the process.

The table below details the **updated** steps in the process workflow.

#	Step	Details, including details of any input or outputs

DevOps Task Details

The table below details the Azure DevOps tasks associated with the change request. To be completed by the developer or solution architect.

Type	DevOps ID	Title	Est. Hours
Story	7143	RPA – HOKO – Change Request 1 – Move Flythrough	
Task	7144	Move the VR Flythrough Check and Upload to after Sending Completion Email	1
Total			1

Status

In Review	Approved	Rejected
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Approval / Rejection

Approval / Rejection Date	4 th June 2021
Approved / Rejected By	Russell Lawrie

