Change Request Form

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

Change Request Date: 02/06/2021

Summary

Request No: 3

Requested By: Angus White / Anya Kuenen-Perkins

Request Title: Change Casing of Pending project folders & Live Project Folders

Change Details

Change Description	To be completed by the requestor, the client or business analyst. The bot creates both Pending & Live project folders inn PDD 1 and PDD 2 respectively. These are currently being made in lower case and need to be changed to upper case.
Change Reason	To be completed by the requestor, the client or business analyst. This is the format HOKO currently have their historic folder structure in and have requested this be done with the bot as well for consistency.
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. Update PDD1 to create the pending project folder name in upper case. Update PDD2 to create the live project folder name in upper case.

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.