

Change Request Form

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

Change Request Date: 02/06/2021

Summary

Request No: 4

Requested By: Angus White / Anya Kuenen-Perkins

Request Title: Concept Design Revisions

Change Details

Change Description	<p>To be completed by the requestor, the client or business analyst.</p> <p>When the Architect is completing the concept design there may be revisions required throughout the lifecycle of the concept design.</p> <p>These revisions will now be updated under an additional header within the template Monday Dashboard e.g. "Concept Design Revision A". For every new revision that is made a new header will be created. E.g. the second revision will be "Concept Design Revision B".</p> <p>If a revision is made the robot will need to complete actions on 2 tasks.</p> <ol style="list-style-type: none"> 1. Upload Drawings to Dashboard (A) 2. Upload 360 Images to Dashboard (A) <p>These two processes will already be completed during the original concept design phase but must be repeated again with the new URLs the Architect has provided if a revision is submitted. These URLs / Images should replace any that were previously there.</p>
Change Reason	<p>To be completed by the requestor, the client or business analyst.</p> <p>This is a new process HOKO has rolled out and was not documented in the original SOW.</p>
Impact of Change	<p>To be completed by the business analyst or developer.</p> <p>No impact to the rest of the workflow. This activity should be added into the workflow before the "Flythrough URL" activity which is the final activity in PDD 2.</p>