

Software Change and Work Request Form

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| **System Owner Details**  *Document of Record for a project change request* | | | |
| **Platform Name** | FrontEnd Platform | **Project ID / Change Number**  1720 |  |
| **Change Requested by** | Jurgen.W |  |  |
| **Date of Request** | 14 March 2017 |  |  |
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| **Change Request Detail (System Client) -** *The Change Request form is the document of record for a change request. It provides the business reasons and justification for the change and assesses the risk and impact of the change.* | | | | | | |
| **Type of Change** *(Click Check box to select)* | |  | |  | |  |
|  | New Request / Functionality |  | Error Correction | |  | |
|  | Modification & Enhancement |  |  | |
|  | Other: |  |  | |  | |
| **Priority**  **1 *– Critical****:* “I can’t move forward until this change is resolved.”  **2 *– High***: “I’m fine for right now, but unless this change is resolved by the due date, I won’t be able to move forward.”  **3 *– Normal***: “I’m fine for the right now, but this may impact my ability to move forward in the near future.”  **4 *– Low***: “This change is not impacting my ability to move forward.” | | | | | | |
| **Benefits / Reason of Proposed Changes :**  *The additional benefits the proposed change would have.* | | | | | | |
| There is no provision to enable a user to capture new merchant stores or perform updates and deletes to existing information on the Halo platform  **Alternatives :**  Manual data entry on to the Halo Database | | | | | | |
| **Impact Severity**  ***1 - Critical Impact***: Threatens the success of the program  ***2 - High Impact***: Significant disruption to program schedule, cost, or quality  ***3 - Normal Impact***: Progress disrupted with manageable risks, schedule & cost  **4 *- Low Impact***: Exposure is slight | | | | | | |
| **Change / Work Request Deliverables**  Below are the components and functionality requirements to be incorporated in the Merchant Store CRUD frontend.   * Allow for user Creates, Reads, Updates & Deletes. * Import functionality from a CSV file – catering for initial store data capture. * Audit log for all Create, Update & Delete functions by users. * Enable dropdown lists for data fields where possible for common data elements. * Critical Store input elements based on current DB structures   + StoreID :     - Distributionpartner\_distributionpartnerid [required]   + Address\_addressID     - Storetype\_storetypecode [required]     - Sourceidentifier [required]     - Name [required]     - Email [optional]     - Phonenumber [optional]     - Createddate [stamp - default]     - Updatedate [stamp - default]     - Active [required]   + AddressID     - Address1 [required]     - Region [required]     - City [required]     - Postalcode [required]     - Country [required] | | | | | | |
| **Resources Required for Change :**  Development Team | | | | | | |
| **Impact Summary**  Low as current manual process in in place. | | | | | | |

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| **Authorization** | | | | | |
| *Who has the authority to approve this type of change?* |  | Architect |  | Management | |
|  | Developers |  | Customer/Stakeholder | |
|  | Executive Management |  | Other: | |
| **Change Requests Status** |  | Change Request Open |  | Change Request Closed | |
|  |  | Change Request Approved |  | Change Request Rejected later date | |
|  |  | Deferred for review at |  | Date: Click here to enter a date. | |
|  |  |  | | | |
| **Implementation Target Date** | Click here to enter a date. | | | |  |
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| **Authorizing Signature** |  | | | |  |