



GroupOne TeamFour &lt;g1t4operations@gmail.com&gt;

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## Approval for change request

4 messages

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**GroupOne TeamFour** <g1t4operations@gmail.com>  
To: is214coo@gmail.com

Wed, Mar 6, 2019 at 8:49 PM

Dear Mr. Loc,

Our team has received two change requests from the Product Manager (Wendy Tan) and the changes are as follows:

1. A text change on the website home.html page
2. A security enhancement

Our team has evaluated the change request and our approach to handling it are as follows:

1. The changes mentioned above should not result in any incompatibilities that may affect the service.
2. We will be testing the changes on our test instance before implementing the changes to our live instance. By doing so, we would be able to gain feedback from our users, check that changes made are correct and ensure that the changes made would meet our quality standards.

Upon a successful test on our test instance, we will update you and request for approval to implement the changes to our live server.

Best Regards,  
Chua Pei Wei  
IT Support Manager  
Div. G1T4

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**COO IS214** <is214coo@gmail.com>  
To: GroupOne TeamFour <g1t4operations@gmail.com>

Fri, Mar 8, 2019 at 9:14 AM

Approved  
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**Chew Hui Ling** <g1t4operations@gmail.com>  
To: COO IS214 <is214coo@gmail.com>

Sat, Mar 9, 2019 at 6:00 PM

Dear Mr. Loc,

Our team has successful test the change request on our test instance and there was no incompatibilities discovered on our service. There will be a small impact on monitoring which we have taken into consideration for.

We would like to seek your approval to implement the changes to our live server.

Best Regards,  
Chua Pei Wei  
IT Support Manager  
Div. G1T4

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**COO IS214** <is214coo@gmail.com>  
To: Chew Hui Ling <g1t4operations@gmail.com>

Mon, Mar 11, 2019 at 9:03 AM

Approved

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Thanks, COO

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