

Project Change Request Form – CR#1

3M SEMS TFS Governance

Prepared for

3M

24-Mar-15

Version 1.0

Prepared by

Microsoft

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Revision and Signoff Sheet

Change Record

Date	Author	Version	Change Reference
3-March-15	Shan Thayyullathil	1.0	First draft

Reviewers

Name	Version Approved	Position	Date
Mark Rose		Engagement Manager – Microsoft Enterprise Services	

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Project Change Request Form

This Change Request to the Statement of Work (SOW) is made pursuant to the Work Order No. Work Order# NC14075103 dated 12-04-2014 by and between 3M ("Customer," "you," "your") and Microsoft Corporation or its affiliate ("Microsoft," "us," "we," "our"). The terms of the SOW are incorporated herein by this reference.

Table: Change Request

Change Requested			
Change Request No:	1	Project Area affected:	General Project Scope <ol style="list-style-type: none"> Defining SLA and communication plan for TFS as a Service <ul style="list-style-type: none"> Define an SLA for the service Communications plan - different groups hear differing levels of details and/or timing, e.g., stakeholders vs. early adopters Maintenance / upgrade communications plans How to communicate with customers Defining the framework and guidelines for custom reporting in TFS <ul style="list-style-type: none"> Enhance existing Team Project reporting by performing a Gap Analysis, and filling them. E.g. quality metrics across the team project Exploring the integration needs and options for linking TFS and HPQC <ul style="list-style-type: none"> Analysis of the integration needs, Gap analysis, and feasibility study of the TFS –HPQC integration
Date Initiated:	February 9 th , 2015	Date Required:	March 30 th 2015
Name of Requestor:	Mark Rose	Contact Phone:	913.832.5747
Description of Change Request:	3M requests scope expansion to address SLA, Reporting and Integration needs of TFS as a Service being offered by the 3M SEMS group.		

Estimated Impact of Implementation

Table: Project Impacts

Tradeoff Matrix	Impact on Project
Scope:	Adding contents in the existing TFS governance document to address the newly added scope items.
Resources:	120 hours – Sr. Consultant 4 hours – Architect 4 hours – Engagement Manager 128 hours TOTAL - 128 hours
Schedule:	4 weeks duration
Additional Cost:	\$0

Approvals

For 3M:

Date

For Microsoft:

Mark Rose, Engagement Manager

Date