

## FOLDER ACCESS RIGHT CHANGE REQUEST FORM



Staff Name	Manjula Devadoss		
Department	DPB854	Position	Developer
Reason for Change of Folder Access Right	New Employee TT231		
Current Project Name	TT231 - Upgrading of i-transport system	New Project Name	
Current Project Role	Developer	New Project Role	

Folder Access Right								
Current Folder Access Right					New Folder Access Right			
Type	Item	Project User Group	Please ✓	Remarks	Project User Group	Project User Group	Please ✓	Remarks
Project Folder	Current Folder Access Right	SG000_Zzzz_PM		<i>For PD\PM: Full access to all Prj folders</i>	New Folder Access Right	SG000_Zzzz_PM		<i>For PD\PM: Full access to all Prj folders</i>
		SG000_Zzzz_Team		<i>For Team Member: Only access to CMF, IDF &amp; PDF folder</i>		SG000_Zzzz_Team	✓	<i>For Team Member : Only access to CMF, IDF &amp; PDF folder</i>
	Item	Yes\No	Please ✓	Reason	Other \ Additional comments			
	To Maintain Existing Access Right ?	Yes						
No								

Type	Item	Current Folder Name			Item	New Folder Name
Non-Project Folder	Current Folder Access Right				New Folder Access Right	
	Item	Yes\No	Please ✓	Reason	Other \ Additional comments	
	To Maintain Existing Access Right ?	Yes				
		No				

Request by First line Manager	Signature & Date	Approval By Head of Department	Signature & Date	Acknowledge by HR Manager	Signature & Date	Acknowledge by IT Manager	Signature & Date	Action By (IT Helpdesk)	Signature & Date