

Change Control Summary

Date Raised:	12/06/2012	Requester Name:	
Requester Email:	mike.boreham@excelit.com	Status:	In Progress
Target Release Date:	12/06/2012	Target Start Date:	12/08/2012
Customer:	RBS	Estimated Days Required:	
Resource Name:	Nadeem Mohammed		
Title:	Change Manager		
Change Description:	Auto notify engineers on a specified date and time that their time sheet is due.		
Justification:			
Resource Impact:	1 developer required for 4 days plus testing		

Tasks

<u>Task</u>	<u>Original Date</u>	<u>New Date</u>	<u>Change</u>
Survey	12/06/2012		
Obtain Service Pack and Test in test environment	12/06/2012		
Apply Service Pack	12/06/2012		
UAT	12/06/2012		

Risks

<u>Risk</u>	<u>Roll Back Plan</u>	<u>Test Plan</u>
Service pack may cause issues to existing applications	True	True

Approval

<u>Title</u>	<u>Comments</u>	<u>Date Approved</u>
Director of Change		
Programme Director		