# SmartFix Company

|  |  |
| --- | --- |
| Team Members | |
| Project Manager | 1 |
| Senior Developer | 1 |
| Junior Developer | 1 |
| UI/UX Designer | 1 |
| QA Expert | 1 |
| HR | 1 |

# Change Request Form

|  |  |
| --- | --- |
| Change Request Number | CR-001 |
| Change Request Title | Compliance with New Government Data & Tax Law |
| Request Date | 20th Oct, 2025 |
| Requested By | ABC |
| Department/Role | Owner |
| Description of Change | Due to a new government law to prevent extortion, all service applications must collect personal data from both servers and clients and report it to a government-run server. Transactions between technicians and clients must also be reported for tax purposes. |
| Reason for Change | Legal compliance with new government regulations on data transparency and tax reporting. |
| Configuration items | * Data collection modules * Server communication protocol * Database schema * API integrations for government reporting. |
| Impact on Time | 6-10 working days |
| Impact on Budget | $30,000 (approximately 15% increase) |
| Impact on HR/Resources | Need to add Legal Compliance Officer in the team |
| Government Data Reporting Required? | Yes |
| Tax Transaction Reporting Required? | Yes |
| Risk Level (Low/Medium/High) | High |

## Policy Summary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Risky | Medium | Low | option |
| Budget | 2 | 3 | 5 |  |
| Time | 2 | 3 | 3 |  |
| HR | 1 | 2 | 3 |  |
| Mandatory |  |  |  | Yes |
|  |  |  |  |  |

# SWOT Analysis

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| --- | --- |
| Strengths | Weakness |
| * Technical expertise in database integration and migration | * Junior Developer need more guidance on database and cyber security * Limited knowledge on legal compliance, data privacy laws and taxation rules within team. |
| Opportunities | **Threats** |
| * Hiring Legal compliance officer * Legal compliance * Skill upgrade in API & tax reporting * Scalable compliance system | * Project Failure * Non-compliance penalties * Data Privacy issues |

## Configuration Control Board

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| --- |
| Members |
| Owner |
| Project Manager |
| Lawyer |
| Clients Representative |
| QA Manager |
| HR Manager |
| Cyber Security Analyst |
| Financial Manager |