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| *Prepared by: ABC* |

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| ppem.sdn.bhd | change request form for pengerang property e-filing management |

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| **1.) SUBMITTER - GENERAL INFORMATION** | | | | | |
| **CR#** | *CR001* | | | | |
| **Type of CR** | Enhancement | Defect | New Function | | |
| **Project/Program/Initiative** | *Pengerang Property* | | | | |
| **Submitter Name** | Nor Mimi Atikah | | | | |
| **Brief Description of Request** | **Change Password** | | | | |
| **Date Submitted** | 14 March 2021 | | | | |
| **Date Required** | 23 March 2021 | | | | |
| **Priority** | *Improvement on the user* | Medium | High | | Mandatory |
| **Reason for Change** | User cannot change password and use the default password given | | | | |
| **Other Artifacts Impacted** | Non | | | | |
| **Assumptions and Notes** | **For the practical purpose** | | | | |
| **Comments** | - | | | | |
| **Attachments or References** | Yes | No |  | | |
|  | | | | |
| **Approval Signature** | ***Remy*** | | **Date Signed** | **14 March 2021** | |

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| **2.) PROJECT MANAGER - INITIAL ANALYSIS** | | | |
| **Duration Impact** |
| **Schedule Impact** |  | | |
| **Cost Impact** |  | | |
| **Comments** |  | | |
| **Approval Signature** |  | **Date Signed** |  |

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| **3.) CHANGE CONTROL BOARD – DECISION** | | | | | | |
| **Decision** | Approved | Approved with Conditions | | Rejected | | More Info |
| **Decision Date** |  | | | | | |
| **Decision Explanation** |
| **Conditions** |  | | | | | |
| **Approval Signature** |  | | **Date Signed** | |  | |

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| **1.) SUBMITTER - GENERAL INFORMATION** | | | | | |
| **CR#** | *CR002* | | | | |
| **Type of CR** | Enhancement | Defect | New Function | | |
| **Project/Program/Initiative** | *Pengerang Property E-Filing Management* | | | | |
| **Submitter Name** | Muhammad Nazim | | | | |
| **Brief Description of Request** | **Change Password** | | | | |
| **Date Submitted** | 14 March 2021 | | | | |
| **Date Required** | 23 March 2021 | | | | |
| **Priority** | *Improvement on the admin* | Medium | High | | Mandatory |
| **Reason for Change** | User cannot change password and use the default password given | | | | |
| **Other Artifacts Impacted** | Non | | | | |
| **Assumptions and Notes** | **SRS and STP** | | | | |
| **Comments** | - | | | | |
| **Attachments or References** | Yes | No |  | | |
|  | | | | |
| **Approval Signature** | ***Remy*** | | **Date Signed** | **14 March 2021** | |

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| **2.) PROJECT MANAGER - INITIAL ANALYSIS** | | | |
| **Duration Impact** |
| **Schedule Impact** |  | | |
| **Cost Impact** |  | | |
| **Comments** |  | | |
| **Approval Signature** |  | **Date Signed** |  |

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| **3.) CHANGE CONTROL BOARD – DECISION** | | | | | | |
| **Decision** | Approved | Approved with Conditions | | Rejected | | More Info |
| **Decision Date** |  | | | | | |
| **Decision Explanation** |
| **Conditions** |  | | | | | |
| **Approval Signature** |  | | **Date Signed** | |  | |

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| **1.) SUBMITTER - GENERAL INFORMATION** | | | | | |
| **CR#** | *CR003* | | | | |
| **Type of CR** | Enhancement | Defect | New Function | | |
| **Project/Program/Initiative** | *Pengerang Property E-Filing Management* | | | | |
| **Submitter Name** | Nur Adrieana Sofia | | | | |
| **Brief Description of Request** | **Downloadable link** | | | | |
| **Date Submitted** | 3 March | | | | |
| **Date Required** | 17 March | | | | |
| **Priority** | *Improvement on the system* | Medium | High | | Mandatory |
| **Reason for Change** | To create downloadable link to ease the usage of the files | | | | |
| **Other Artifacts Impacted** | Non | | | | |
| **Assumptions and Notes** | - | | | | |
| **Comments** | - | | | | |
| **Attachments or References** | Yes | No |  | | |
|  | | | | |
| **Approval Signature** | ***Remy*** | | **Date Signed** | **3 March 2021** | |

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| **2.) PROJECT MANAGER - INITIAL ANALYSIS** | | | |
| **Duration Impact** |
| **Schedule Impact** |  | | |
| **Cost Impact** |  | | |
| **Comments** |  | | |
| **Approval Signature** |  | **Date Signed** |  |

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| **3.) CHANGE CONTROL BOARD – DECISION** | | | | | | |
| **Decision** | Approved | Approved with Conditions | | Rejected | | More Info |
| **Decision Date** |  | | | | | |
| **Decision Explanation** |
| **Conditions** |  | | | | | |
| **Approval Signature** |  | | **Date Signed** | |  | |

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| **1.) SUBMITTER - GENERAL INFORMATION** | | | | | |
| **CR#** | *CR004* | | | | |
| **Type of CR** | Enhancement | Defect | New Function | | |
| **Project/Program/Initiative** | *Pengerang Property E-Filing Management* | | | | |
| **Submitter Name** | Nor Mimi Atikah | | | | |
| **Brief Description of Request** | **Compress the files in a zip format** | | | | |
| **Date Submitted** | 15 March 2021 | | | | |
| **Date Required** | 21 March 2021 | | | | |
| **Priority** | *Improvement on the system* | Medium | High | | Mandatory |
| **Reason for Change** | To allow the user to compress the files in a zip format to reduce the size | | | | |
| **Other Artifacts Impacted** | Non | | | | |
| **Assumptions and Notes** | - | | | | |
| **Comments** | - | | | | |
| **Attachments or References** | Yes | No |  | | |
|  | | | | |
| **Approval Signature** | ***Nasolehin*** | | **Date Signed** | **15 March 2021** | |

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| **2.) PROJECT MANAGER - INITIAL ANALYSIS** | | | |
| **Duration Impact** |
| **Schedule Impact** |  | | |
| **Cost Impact** |  | | |
| **Comments** |  | | |
| **Approval Signature** |  | **Date Signed** |  |

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| **3.) CHANGE CONTROL BOARD – DECISION** | | | | | | |
| **Decision** | Approved | Approved with Conditions | | Rejected | | More Info |
| **Decision Date** |  | | | | | |
| **Decision Explanation** |
| **Conditions** |  | | | | | |
| **Approval Signature** |  | | **Date Signed** | |  | |

Change Request Form (OCRS)

*[This form is divided into three sections. Section 1 is intended for use by the individual submitting the change request. Section 2 is intended for use by the Project Manager to document/communicate their initial impact analysis of the requested change. Section 3 is intended for use by the Change Control Board (CCB) to document their final decision regarding the requested change.]*

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| **1.) SUBMITTER - GENERAL INFORMATION** | | | | | |
| **CR#** | *CR005* | | | | |
| **Type of CR** | Enhancement | Defect | New Function | | |
| **Project/Program/Initiative** | *Pengerang Property E-Filing Management* | | | | |
| **Submitter Name** | Muhammad Nazim | | | | |
| **Brief Description of Request** | **View the E-files** | | | | |
| **Date Submitted** | 7 March 2021 | | | | |
| **Date Required** | 16 March 2021 | | | | |
| **Priority** | *Improvement on the system* | Medium | High | | Mandatory |
| **Reason for Change** | To allow the user to view the E-files first instead of direct download the files. | | | | |
| **Other Artifacts Impacted** | SRS/STP | | | | |
| **Assumptions and Notes** | New database needs to be added for the food and cook entry | | | | |
| **Comments** | - | | | | |
| **Attachments or References** | Yes | No |  | | |
|  | | | | |
| **Approval Signature** | ***Remy*** | | **Date Signed** | **7 March 2021** | |

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| **2.) PROJECT MANAGER - INITIAL ANALYSIS** | | | |
| **Duration Impact** |
| **Schedule Impact** |  | | |
| **Cost Impact** |  | | |
| **Comments** |  | | |
| **Approval Signature** |  | **Date Signed** |  |

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| **3.) CHANGE CONTROL BOARD – DECISION** | | | | | | |
| **Decision** | Approved | Approved with Conditions | | Rejected | | More Info |
| **Decision Date** |  | | | | | |
| **Decision Explanation** |
| **Conditions** |  | | | | | |
| **Approval Signature** |  | | **Date Signed** | |  | |

Change Request Form (OCRS)

*[This form is divided into three sections. Section 1 is intended for use by the individual submitting the change request. Section 2 is intended for use by the Project Manager to document/communicate their initial impact analysis of the requested change. Section 3 is intended for use by the Change Control Board (CCB) to document their final decision regarding the requested change.]*

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| **1.) SUBMITTER - GENERAL INFORMATION** | | | | | |
| **CR#** | *C006* | | | | |
| **Type of CR** | Enhancement | Defect | New Function | | |
| **Project/Program/Initiative** | *Pengerang Property E-Filing Management* | | | | |
| **Submitter Name** | Nur Adrieana Sofia | | | | |
| **Brief Description of Request** | **View proper GUI** | | | | |
| **Date Submitted** | 7 March 2021 | | | | |
| **Date Required** | 16 March 2021 | | | | |
| **Priority** | *Improvement on interface* | Medium | High | | Mandatory |
| **Reason for Change** | To allow the user to view proper GUI instead of basic GUI design | | | | |
| **Other Artifacts Impacted** | Non | | | | |
| **Assumptions and Notes** | - | | | | |
| **Comments** | - | | | | |
| **Attachments or References** | Yes | No |  | | |
|  | | | | |
| **Approval Signature** | ***Remy*** | | **Date Signed** | **7 March 2021** | |

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| **2.) PROJECT MANAGER - INITIAL ANALYSIS** | | | |
| **Duration Impact** |
| **Schedule Impact** |  | | |
| **Cost Impact** |  | | |
| **Comments** |  | | |
| **Approval Signature** |  | **Date Signed** |  |

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| **3.) CHANGE CONTROL BOARD – DECISION** | | | | | | |
| **Decision** | Approved | Approved with Conditions | | Rejected | | More Info |
| **Decision Date** |  | | | | | |
| **Decision Explanation** |
| **Conditions** |  | | | | | |
| **Approval Signature** |  | | **Date Signed** | |  | |

Change Request Form (OCRS)

*[This form is divided into three sections. Section 1 is intended for use by the individual submitting the change request. Section 2 is intended for use by the Project Manager to document/communicate their initial impact analysis of the requested change. Section 3 is intended for use by the Change Control Board (CCB) to document their final decision regarding the requested change.]*

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| **1.) SUBMITTER - GENERAL INFORMATION** | | | | | |
| **CR#** | *CR007* | | | | |
| **Type of CR** | Enhancement | Defect | New Function | | |
| **Project/Program/Initiative** | *Pengerang Property E-Filing Management* | | | | |
| **Submitter Name** | Nor Mimi Atikah | | | | |
| **Brief Description of Request** | **Search bar** | | | | |
| **Date Submitted** | 10 March 2021 | | | | |
| **Date Required** | 22 March 2021 | | | | |
| **Priority** | *Improvement on the interface* | Medium | High | | Mandatory |
| **Reason for Change** | To allow the user to use the search bar in order to search any files | | | | |
| **Other Artifacts Impacted** | Non | | | | |
| **Assumptions and Notes** | - | | | | |
| **Comments** | - | | | | |
| **Attachments or References** | Yes | No |  | | |
|  | | | | |
| **Approval Signature** | ***Remy*** | | **Date Signed** | **10 March 2021** | |

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| **2.) PROJECT MANAGER - INITIAL ANALYSIS** | | | |
| **Duration Impact** |
| **Schedule Impact** |  | | |
| **Cost Impact** |  | | |
| **Comments** |  | | |
| **Approval Signature** |  | **Date Signed** |  |

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| **3.) CHANGE CONTROL BOARD – DECISION** | | | | | | |
| **Decision** | Approved | Approved with Conditions | | Rejected | | More Info |
| **Decision Date** |  | | | | | |
| **Decision Explanation** |
| **Conditions** |  | | | | | |
| **Approval Signature** |  | | **Date Signed** | |  | |
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| **1.) SUBMITTER - GENERAL INFORMATION** | | | | | |
| **CR#** | *CR008* | | | | |
| **Type of CR** | Enhancement | Defect | New Function | | |
| **Project/Program/Initiative** | *Pengerang Property E-Filing Management* | | | | |
| **Submitter Name** | Muhammad Nazim | | | | |
| **Brief Description of Request** | **View E-file in form of folder** | | | | |
| **Date Submitted** | 12 March 2021 | | | | |
| **Date Required** | 24 March 2021 | | | | |
| **Priority** | *Improvement on interface* | Medium | High | | Mandatory |
| **Reason for Change** | To allow the user to view the e-file in form of the folder structure | | | | |
| **Other Artifacts Impacted** | Non | | | | |
| **Assumptions and Notes** | - | | | | |
| **Comments** | - | | | | |
| **Attachments or References** | Yes | No |  | | |
|  | | | | |
| **Approval Signature** | ***Remy*** | | **Date Signed** | **12 March 2021** | |

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| **2.) PROJECT MANAGER - INITIAL ANALYSIS** | | | |
| **Duration Impact** |
| **Schedule Impact** |  | | |
| **Cost Impact** |  | | |
| **Comments** |  | | |
| **Approval Signature** |  | **Date Signed** |  |

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| **3.) CHANGE CONTROL BOARD – DECISION** | | | | | | |
| **Decision** | Approved | Approved with Conditions | | Rejected | | More Info |
| **Decision Date** |  | | | | | |
| **Decision Explanation** |
| **Conditions** |  | | | | | |
| **Approval Signature** |  | | **Date Signed** | |  | |

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| **1.) SUBMITTER - GENERAL INFORMATION** | | | | | |
| **CR#** | *CR009* | | | | |
| **Type of CR** | Enhancement | Defect | New Function | | |
| **Project/Program/Initiative** | *Pengerang Property E-Filing Management* | | | | |
| **Submitter Name** | Nur Adrieana Sofia | | | | |
| **Brief Description of Request** | **Insert image and video** | | | | |
| **Date Submitted** | 5 March 2021 | | | | |
| **Date Required** | 19 March 2021 | | | | |
| **Priority** | *Improvement on the system* | Medium | High | | Mandatory |
| **Reason for Change** | To allow user to insert image and video instead of documents only | | | | |
| **Other Artifacts Impacted** | Non | | | | |
| **Assumptions and Notes** | - | | | | |
| **Comments** | - | | | | |
| **Attachments or References** | Yes | No |  | | |
|  | | | | |
| **Approval Signature** | ***Remy*** | | **Date Signed** | **5 March 2021** | |

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| **2.) PROJECT MANAGER - INITIAL ANALYSIS** | | | |
| **Duration Impact** |
| **Schedule Impact** |  | | |
| **Cost Impact** |  | | |
| **Comments** |  | | |
| **Approval Signature** |  | **Date Signed** |  |

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| **3.) CHANGE CONTROL BOARD – DECISION** | | | | | | |
| **Decision** | Approved | Approved with Conditions | | Rejected | | More Info |
| **Decision Date** |  | | | | | |
| **Decision Explanation** |
| **Conditions** |  | | | | | |
| **Approval Signature** |  | | **Date Signed** | |  | |

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| **1.) SUBMITTER - GENERAL INFORMATION** | | | | | |
| **CR#** | *CR010* | | | | |
| **Type of CR** | Enhancement | Defect | New Function | | |
| **Project/Program/Initiative** | *Pengerang Property E-Filing Management* | | | | |
| **Submitter Name** | Nor Mimi Atikah | | | | |
| **Brief Description of Request** | **Add new folder** | | | | |
| **Date Submitted** | 9 March 2021 | | | | |
| **Date Required** | 19 March 2021 | | | | |
| **Priority** | *Improvement on the system* | Medium | High | | Mandatory |
| **Reason for Change** | To allow the user to add new folder and move required file into it | | | | |
| **Other Artifacts Impacted** | Non | | | | |
| **Assumptions and Notes** | - | | | | |
| **Comments** | - | | | | |
| **Attachments or References** | Yes | No |  | | |
|  | | | | |
| **Approval Signature** | ***Remy*** | | **Date Signed** | **9 March 2021** | |

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| **2.) PROJECT MANAGER - INITIAL ANALYSIS** | | | |
| **Duration Impact** |
| **Schedule Impact** |  | | |
| **Cost Impact** |  | | |
| **Comments** |  | | |
| **Approval Signature** |  | **Date Signed** |  |

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| **3.) CHANGE CONTROL BOARD – DECISION** | | | | | | |
| **Decision** | Approved | Approved with Conditions | | Rejected | | More Info |
| **Decision Date** |  | | | | | |
| **Decision Explanation** |
| **Conditions** |  | | | | | |
| **Approval Signature** |  | | **Date Signed** | |  | |

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| **1.) SUBMITTER - GENERAL INFORMATION** | | | | | |
| **CR#** | *CR011* | | | | |
| **Type of CR** | Enhancement | Defect | New Function | | |
| **Project/Program/Initiative** | *Pengerang Property E-Filing Management* | | | | |
| **Submitter Name** | Nor Mimi Atikah | | | | |
| **Brief Description of Request** | **Sort the files** | | | | |
| **Date Submitted** | 2 March 2021 | | | | |
| **Date Required** | 15 March 2021 | | | | |
| **Priority** | *Improvement on the system* | Medium | High | | Mandatory |
| **Reason for Change** | To allow the user to sort the files according to name, date or size | | | | |
| **Other Artifacts Impacted** | Non | | | | |
| **Assumptions and Notes** | - | | | | |
| **Comments** | - | | | | |
| **Attachments or References** | Yes | No |  | | |
|  | | | | |
| **Approval Signature** | ***Remy*** | | **Date Signed** | **2 March 2021** | |

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| **2.) PROJECT MANAGER - INITIAL ANALYSIS** | | | |
| **Duration Impact** |
| **Schedule Impact** |  | | |
| **Cost Impact** |  | | |
| **Comments** |  | | |
| **Approval Signature** |  | **Date Signed** |  |

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| **3.) CHANGE CONTROL BOARD – DECISION** | | | | | | |
| **Decision** | Approved | Approved with Conditions | | Rejected | | More Info |
| **Decision Date** |  | | | | | |
| **Decision Explanation** |
| **Conditions** |  | | | | | |
| **Approval Signature** |  | | **Date Signed** | |  | |

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| **1.) SUBMITTER - GENERAL INFORMATION** | | | | | |
| **CR#** | *CR012* | | | | |
| **Type of CR** | Enhancement | Defect | New Function | | |
| **Project/Program/Initiative** | *Pengerang Property E-Filing Management* | | | | |
| **Submitter Name** | Muhammad Nazim | | | | |
| **Brief Description of Request** | **Set the permission to user that restricted** | | | | |
| **Date Submitted** | 1 March 2021 | | | | |
| **Date Required** | 13 March 2021 | | | | |
| **Priority** | *Improvement on the system* | Medium | High | | Mandatory |
| **Reason for Change** | To allow the admin to able set the permission to specific user that restricted as read, write and upload only. | | | | |
| **Other Artifacts Impacted** | Non | | | | |
| **Assumptions and Notes** | - | | | | |
| **Comments** | - | | | | |
| **Attachments or References** | Yes | No |  | | |
|  | | | | |
| **Approval Signature** | ***Remy*** | | **Date Signed** | **1 March 2021** | |

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| **2.) PROJECT MANAGER - INITIAL ANALYSIS** | | | |
| **Duration Impact** |
| **Schedule Impact** |  | | |
| **Cost Impact** |  | | |
| **Comments** |  | | |
| **Approval Signature** |  | **Date Signed** |  |

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| **3.) CHANGE CONTROL BOARD – DECISION** | | | | | | |
| **Decision** | Approved | Approved with Conditions | | Rejected | | More Info |
| **Decision Date** |  | | | | | |
| **Decision Explanation** |
| **Conditions** |  | | | | | |
| **Approval Signature** |  | | **Date Signed** | |  | |