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| *Prepared by: ABC* |

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| SCM company sdn. bhd | change request form for online car rental system (ocrs) |

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#** | *CR001* | | | | |
| **Type of CR** | Enhancement | Defect | New Function | | |
| **Project/Program/Initiative** | LIBRARY SYSTEM - Registration | | | | |
| **Submitter Name** | SHUHAILA BINTI MOHD SHAHRI | | | | |
| **Brief Description of Request** | User cannot register as a member on their own. | | | | |
| **Date Submitted** | 3/8/2020 | | | | |
| **Date Required** | 3/9/2020 | | | | |
| **Priority** | *Improvement on interface* | Medium | High | | Mandatory |
|  |  | | | | |
| **Other Artifacts Impacted** |  | | | | |
| **Assumptions and Notes** |  | | | | |
| **Comments** |  | | | | |
| **Attachments or References** | Yes | No |  | | |
|  | | | | |
| **Approval Signature** |  | | **Date Signed** | **16/8/2020** | |

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| **2.) PROJECT MANAGER - INITIAL ANALYSIS** | | | |
| **Duration Impact** | 2 Month | | |
| **Schedule Impact** | 2 Month | | |
| **Cost Impact** | RM 200 | | |
| **Comments** |  | | |
| **Approval Signature** |  | **Date Signed** | **16/8/2020** |

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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** | | **16/8/2020** | |

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#** | *CR002* | | | | |
| **Type of CR** | Enhancement | Defect | New Function | | |
| **Project/Program/Initiative** | LIBRARY SYSTEM – Profile Update | | | | |
| **Submitter Name** | NURUL ALIN BINTI KAMARUDIN | | | | |
| **Brief Description of Request** | To enhance the library’s update modules so that member and admin can change their personal data | | | | |
| **Date Submitted** | 4/8/2020 | | | | |
| **Date Required** | 4/9/2020 | | | | |
| **Priority** | *Improvement on interface* | Medium | High | | Mandatory |
|  |  | | | | |
| **Other Artifacts Impacted** |  | | | | |
| **Assumptions and Notes** |  | | | | |
| **Comments** |  | | | | |
| **Attachments or References** | Yes | No |  | | |
|  | | | | |
| **Approval Signature** |  | | **Date Signed** | **17/8/2020** | |

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| **2.) PROJECT MANAGER - INITIAL ANALYSIS** | | | |
| **Duration Impact** | 1 Month | | |
| **Schedule Impact** | 1 Month | | |
| **Cost Impact** | RM 150 | | |
| **Comments** |  | | |
| **Approval Signature** |  | **Date Signed** | **17/8/2020** |

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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** | | **17/8/2020** | |

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#** | *CR003* | | | | |
| **Type of CR** | Enhancement | Defect | New Function | | |
| **Project/Program/Initiative** | LIBRARY SYSTEM – Search | | | | |
| **Submitter Name** | ADILAH ADRIANA BINTI ZAINUDDIN | | | | |
| **Brief Description of Request** | Admin will search the book name to update the copies of book instead of fill in the Book ISBN | | | | |
| **Date Submitted** | 5/8/2020 | | | | |
| **Date Required** | 5/9/2020 | | | | |
| **Priority** | *Improvement on interface* | Medium | High | | Mandatory |
|  |  | | | | |
| **Other Artifacts Impacted** |  | | | | |
| **Assumptions and Notes** |  | | | | |
| **Comments** |  | | | | |
| **Attachments or References** | Yes | No |  | | |
|  | | | | |
| **Approval Signature** |  | | **Date Signed** | **18/8/2020** | |

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| --- | --- | --- | --- |
| **2.) PROJECT MANAGER - INITIAL ANALYSIS** | | | |
| **Duration Impact** | 3 Month | | |
| **Schedule Impact** | 3 Month | | |
| **Cost Impact** | RM 400 | | |
| **Comments** |  | | |
| **Approval Signature** |  | **Date Signed** | **18/8/2020** |

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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** | | **18/8/2020** | |