Change Request Form

**Project Name:** ECMS Data Annotator

**Date Request Submitted:** 2020.11.22

**Title of Change Request:** Schedule delay

**Change Order Number:** No.001

**Submitted by**: Jiang Zixin xcj8590@autuni.ac.nz

# Change Category: 🗹Scope Schedule Cost Technology Other

**Description of change requested:**

Added multi-person team collaboration annotation function.

**Events that made this change necessary or desirable:**

In the first quality review, the instructor mentioned that our tools needed to be unique.

**Justification for the change/why it is needed/desired to continue/complete the project:**

The team's data annotation tool lacked features and needed to add unique features to help the tool compete.

**Impact of the proposed change on:**

**Scope:** Add multi-person team collaboration annotation function.

**Schedule:** More time is needed to design this feature.

**Cost:** No

**Staffing:** No

**Risk:** This feature may lack usability or not be able to work with multiple people at the same time.

**Other:** No

**Suggested implementation if the change request is approved:**

Inform all members that the project needs to add multi-person team collaboration annotation function. And alert team members to the progress of the project.

**Required approvals:**

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| --- | --- | --- |
| **Name/Title** | **Date** | **Approve/Reject** |
| **Cao Zheyang** | **2020.11.22** | **Approve** |
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