Change Request Form

**Project Name:** ECMS Data Annotator

**Date Request Submitted:** 2021.03.12

**Title of Change Request:** Add function

**Change Order Number:** No.005

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

# Change Category: 🗹Scope Schedule Cost Technology Other

**Description of change requested:**

A complement to the team collaboration function. Members of the same team can annotate a paragraph at the same time and see what other members are doing.

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

In the mid-term quality review, the supervisor suggested that the team collaboration function was not perfect enough, and the availability and efficiency of annotation in a team should be fully improved.

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

Adding this feature allows members of the same team to comment on the same paragraph at the same time, and to see the progress of other members is more of a team collaboration function.

**Impact of the proposed change on:**

**Scope:** Improved team collaboration capabilities.

**Schedule:** More time is needed to finish the function.

**Cost:** No

**Staffing:** No

**Risk:** This feature is technically difficult and may not be well done.

**Other:** No

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

Inform all members that the project needs to improved team collaboration capabilities. And alert team members to the progress of the project.

**Required approvals:**

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| --- | --- | --- |
| **Name/Title** | **Date** | **Approve/Reject** |
| **Cao Zheyang** | **2021.03.12** | **Approve** |
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