



Punjab Skills Development Fund

Information Technology Department

SYSTEM CHANGE REQUEST DOCUMENT

Subject: BSS System Improvement Change Request



Disclaimer

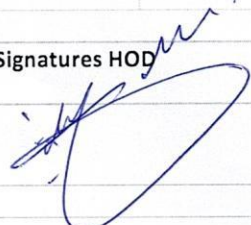
This document will be considered as a proof that the change(s) is/are approved by all the stakeholders and IT comments are carefully considered and understood by the requester.

Upon submission of this document changes would be implemented in the system by the implementor.

Further, after the implementation, requestor is responsible for the testing the change.



Skills For Success

Change Request Form				Change Request Number	CR/M&E/2023-24/03	
Requested System Name	BI Tool	Module Name	BI Tool	Requested Date	26-03-24	
Requested By						
Name	Muhammad Usman	Mobile Number	0333-6663933			
Designation	Lead Monitoring & Evaluation	Email Address	Usman.farooq@psdf.org.pk			
Supervisor Name	Khalil Ahmed	Supervisor Email	Khalil.Ahmed@psdf.org.pk			
Requester Department	Monitoring & Evaluation	Department HoD				
Change Description	<ol style="list-style-type: none">Stipend Recommendation Note (SRN): Add a layer of approval at second level in SRN module. Once the SRN is approved at first level, system shall enable the second level approval layer. After approval of second level the SRN shall be moved to next step as per process.AMS Report: The system shall not allow to update or resubmit the AMS reports of the month if the MPR of that month is already generated.Data Submission log of AMS: System shall maintain the log (Time & date wise) of AMS data submitted in the BSS.Request to Proceed (RTP): In community schemes, system shall allow TSPs to submit the RTPs 15 days before the class start date. Currently system enables the RTP submission toggle (15 days before class start date) but does not allow TSP to submit the RTP. However, the inception report shall be submitted 10 days before class started date as per existing practice.Unverified trainees change request: The following columns are required in unverified trainee change request module.<ul style="list-style-type: none">Class start & end date.Scheme type.ProjectName of KAMCNIC issuance date shall be on this format dd/mm/yyyy.Date & Time on which the request is raised.System shall assign unique ticket number to each request.The required column shall be at the end of the sheet. <p>Note: Above mentioned changes are required to be implemented in both systems BSS & BSS PTEGP.</p>				Priority	High Medium Low
Stakeholders List	Approval Status by other relevant stakeholders			Signatures HOD		
M&E Department						

Reason for Change/Business Justification:

- Second level approval is required to be added in the SRN module as per the direction of CFO -PSDF.
- To ensure that TPM reports are not updated once the MPRs are generated in the system.
- To maintain the log of TPM reports.
- To manage the data of unverified change requests
- To fix the RTP submission timeline



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Change Impact on Business Process (including a list of any impacted already deployed processes):

- No Impact on existing process. All proposed changes are addition of data fields and checks in system

Scope of the Change

Limited to the BSS

For IT Department Use Only

Change Implementor	Azhar Iqbal / Ali Haider/ Umar Sami	Change Date:	
Comments for the Requester			
Reason for Rejection			
STATUS	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Rejected		