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| **PINS Business Systems (PBS) Change Initiation Form**  *(to be completed by the named PINS Lead)* | |
| Change Title |  |
| PINS Lead  *Person responsible for owning and coordinating PINS related actions* | Mark Sanders |
| Summary  *Brief summary of what the change is* | Need to Freemind mind map software installed on my laptop. I have downloaded it , just need someone to put in admin credentials so it can be installed. You can find the software at – <https://sourceforge.net/projects/freemind/>  More info on it - <https://en.wikipedia.org/wiki/FreeMind> |
| Justification  *Brief summary of why* | Need the FreeMind mind map software to create some mindmaps for ODT test automation |
| Estimated Effort  *What staff resources (including how may days effort) are required to deliver this change, listed per team involved* | 5 minutes |
| Test Date  (Including any Pilot)  *Date that testing is expected to be done.* | N/A |
| Communications  (Text and dates)  *What needs to be communicated, who will issue the comms, when this will be done.* | N/A |
| Implementation Date  *Date the change is forecast to be delivered* | ASAP |
| Dependencies  *Any known dependencies on this or other activities, including funding if applicable.* | It’s a free standalone software . no dependencies or funding needed. |

Note;

* The form is to be raised and submitted with/through the PINS IT Account Manager, who will bring this to the PBS Group.
* Guidance on filling out this form (flow diagram) can be found [here](file://STEADSP002.DESKTOP21.DCLG.GOV.UK/PINSShared/ICT%20%26%20Estates/Change%20Control/PBS/Forms/PBS%20Initiation%20Form%20Flow%20Diagram.vsd).
* The form will be reviewed by the PBS Group members, to agree if the activity should be authorised.
* PBS will decide how the activity is to be classed (i.e. ‘Initiative’, ‘BAU’, ‘Project’). If classed as a project the PINS Lead will be expected to initiate this through the formal registration processes.
* The PINS Lead will be expected to keep PBS updated on the activity status.

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| PBS Admin Section *(to be completed by IT Change Manager)* | | |
| PBS Review Date |  | |
| Approved | Yes / No | ITCM Initials - |
| Classification | Initiative |  |
| BAU |  |
| Non-Std BAU |  |
| Project |  |
| Comments |  | |

*[BAU = ‘Business As Usual’ activity]*

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| Post Implementation Section *(to be completed by the named PINS Lead)* | |
| Date change delivered |  |
| Signed Off by… |  |
| Was change successful?  *(delivered as expected)* |  |
| Were any issues encountered? *(if yes, state and include resolution)* |  |
| Any lessons learnt? |  |
| Any process changes required? |  |
| Is this change now complete? *(state any follow up activities, if applicable)* |  |

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| Change Closure *(to be completed by the named IT Change Manager)* | |
| Date change closed |  |