Nexelus

Change Request Document

esm_logo.jpg

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# Document Information

The following table shows the details for document creation, review, approval, and effective date.

| **Category** | **Information** |
| --- | --- |
| Work Product: | Change Request Form |
| Project Name: | Nexelus |
| Function Name: | SOC 1 Type II Document |
| Version: | 0.1 |
| Status: | Draft |
| Author(s): | Tauseef Shahzad |
| Reviewer(s): | Asim Jameel |
| Approver(s): | Imran Rahman |
| Control Status: | CONTROLLED, PROTECTED |
| Disclaimer: | This document contains confidential information. Do not distribute this document without prior approval from Nexelus. |

# Revision History

The following table is used for revision details of this document.

| **Author(s)** | **Date** | **Version** | **Description of Change** |
| --- | --- | --- | --- |
| Tauseef Shahzad | June 2, 2022 | 0.1 | Initial Draft |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Change Request Form

| **Change Request No.:** | CR<Number> | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Details** | | | | | | | |
| **Project Name:** | Nexelus | | | | | | |
| **Module/Area:** | Web | AP Workflow | | IPC | | | Other |
| **Specify Other:** |  | | | | | | |
| **Change Request Details** | | | | | | | |
| **Requested By:** | <Name> | | | | | | |
| **Date of Request:** | <Date> | | | | | | |
| **Specify Details:** | <Change details> | | | | | | |
| **Priority:** | Urgent | | Normal | | Low | Other | |
| **Implementation Time:** | <Effort> | | | | | | |
| **Change Request Approval Details** | | | | | | | |
| **Approval:** | Approved | | Postponed | | Rejected | | |
| **Reason for Decision:** | <Reason> | | | | | | |
| **Approver/Date:** |  | | | | | | |
| **Closing Details (To be filled by GM Development/Principal Software Engineer)** | | | | | | | |
| **Closed By:** | <Name> | | | | | | |
| **Closing Date:** | <Date> | | | | | | |
| **Status:** | Completed | | Postponed | | Terminated | | |

## Priority of Change Implementation

Priority of Change Implementation in the change request details can be interpreted as follows:

* **Urgent** - Implementation Time is 1 Day
* **Normal** - Implementation Time is 3 Days
* **Low** - Implementation Time is 1 Week
* **Other** - Implementation Time is more than 1 Week

## Reason for Change

<Add Text Here>

## Description of Change

<Add Text Here>

## Impact Analysis Details

Following are the impacts of the change in different modules:

| **Modules** | **Sub-Modules** | **Impact Details (What is the impact?)** | **Impact Level** |
| --- | --- | --- | --- |
| N/A | N/A | N/A | N/A |

**Impact Level:** Significant, Negligible, No Impact

**Implementation Time:**

**QA Time:**

**Description:**

<Add Text Here>