

# **SmallCR**

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# 1 Template:SmallCR

<b>Small Change Request (Analysis)</b>	
Project/Log Number: {{{Client}}} / {{{LogNumber}}}	Date: {{{Date}}}
Requested By: {{{Requester}}}	Prepared By: {{{YourName}}}

<b>Change Category (SCE_WMS, CTMS, EPOD, PORTAL, etc):</b> {{{System}}}
<b>Describe the Change Being Requested:</b> {{{Request}}}
<b>Describe the Reason for the Change (new requirement, s/w fix, problem management etc):</b> {{{Reason}}}
<b>Describe all Alternatives Considered:</b> {{{Alternatives}}}
<b>List Program and Change Summary Required to Implement this Change:</b> {{{Changes}}}
<b>Describe Risks to be Considered for this Change:</b> {{{Risks}}}
<b>Estimate Dev/Test Effort (in days) Needed to Implement this Change:</b>  SCR Analysis: {{{EST}}} DEV: {{{DEV}}} TEST: {{{TEST}}}
<b>Describe the Implications to other Customers:</b> {{{Implications}}}
<b>Requestor Sign off:</b>  <input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer
<b>Justification of Approval, Rejection, or Deferral:</b> {{{Justification}}}

## 1.1 Usage

### 1.1.1 Method 1

- Use the following page/section. [Help:CreateNewPage#Create\\_Small\\_Change\\_Request](#)
- Click **Create** - you will be taken to your new page.
- Enter the fields
  - ◆ *Title* should follow the conventions "SCR {Log} {Description}"
  - ◆ Always enter the client code and system.

### 1.1.2 Method 2

Create a new page and use the template as below.

{{SmallCR

|Client=The Supimix client code.



|LogNumber=The Supimix log number

|Date=The current date, in DD/MM/YYYY format

|Requester=The requester's name

|YourName=Your Name

|System=Change Category (SCE\_WMS, CTMS, EPOD, Portal, etc)

|Request=Describe the Change Being Requested

|Reason=Describe the Reason for the Change (new requirement, s/w fix, problem management etc)

|Alternatives=Describe all Alternatives Considered

|Changes=List Program and Change Summary Required to Implement this Change

|Risks=Describe Risks to be Considered for this Change

|NO\_COST=Include the cost section below (Y/N)

|EST=Estimate effort (in days) needed to implement this change

|DEV=Development effort (in days) needed to implement this change

|TEST=Testing effort (in days) needed to implement this change

|Implications=Describe the Implications to other Customers

|Status=The status, one of A (Approve), R (Reject) or D (Defer). Initially leave blank.

|Justification=Justification of Approval, Rejection, or Deferral

}}

Small Change Request (CR) template with support for both named and numbered parameters.

Template parameters

This template prefers block formatting of parameters.

**Parameter****Description****Type****Status****Client Code****Client 1**

The specific code identifying the client.

Stringrequired**Log/Call Number**LogNumber 2

The log, call, or DevOps reference number.

Stringrequired**Date**Date 3

The current date in DD/MM/YYYY format.

Datesuggested**Requester Name**Requester 4

The name of the person requesting the change.

Stringrequired**Your Name**YourName 5

The name of the person completing this form.

Stringrequired**System/Category**System 6

Change Category (e.g., SCE\_WMS, CTMS, EPOD, Portal).



## Suggested values

CTMS EPOD MCS ASSIST TCM VEhub Vision WCS PORTAL WMS Bay Diary TOC

Stringrequired**Request Description**Request 7

A description of the change being requested.

Contentrequired**Reason for Change**Reason 8

The business or technical reason for the change.

Contentrequired**Alternatives Considered**Alternatives 9

Description of all alternatives considered.

Contentoptional**Change Summary**Changes 10

List Program and Change Summary Required.

Contentrequired**Risks**Risks 11

Describe Risks to be Considered for this Change.

Contentrequired**Exclude Cost Section**NO\_COST 12

Include the cost section below (Y/N).

## Suggested values

Y N

Default

N

Stringrequired**Estimate Effort**EST 13

Estimate effort (in days) needed.

Numberoptional**Development Effort**DEV 14

Development effort (in days) needed.

Numberoptional**Testing Effort**TEST 15

Testing effort (in days) needed.

Numberoptional**Implications**Implications 16

Describe the Implications to other Customers.

Contentrequired**Status**Status 17

A (Approve), R (Reject) or D (Defer).

## Suggested values

A R D

Stringoptional**Justification**Justification 18

Justification of Approval, Rejection, or Deferral.

Contentoptional

