

SmallCR

Aptean Ltd
Copyright © 2011-2026.

Contents

1 Template:SmallCR.....	1
1.1 Usage.....	1

1 Template:SmallCR

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

1.1 Usage

1.1.1 Method 1

- Use the following page/section. [Help:CreateNewPage#Create_Small_Change_Request](#)
- Show the fields by clicking the *Show Text* link.
- Enter the fields
 - ◆ *Title* should follow the conventions "SCR {Log} {Description}"
 - ◆ Always enter the client code.
- When you have finished entering, click **Create** - you will be taken to your new page.

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
}}}

