

# **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](#)
- 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

}}

