SmallCR

Aptean Ltd
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Contents

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: ☐ Approve ☐ Reject ☐ 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

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|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

}}

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