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|-------------|--|----------|--------------|
| Title: | Change Request Form for System XY | | |
| Author: | dd.mm.yy | Doc. ID: | |
| Changed by: | dd.mm.yy | Section: | |
| Printed: | dd.mm.yy | Version | 1 |
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General Approach (This instruction page will not be printed)

Principle

All change requests shall pass the change management procedures. If done so, a complete planning and coordination with other projects gets possible. A distinction between important and less important issues gets possible..

Naming convention

If stored electronically the CR gets the following file name: 0-CR-nnnn.doc, where nnnn is the change request number. No version or state information is contained in the file name.

Process

Request a Change

1 The submitter completes the Change Request Form and sends it signed to the change control manager.

Analyze the change request

The following consideration may lead to one of the following three states (opened, postponed, rejected) of the change request:

- Impact on business application (on demand the owners of the BA must be involved in the analysis)
- Cost and time consideration
- Emergency / Importance of change

QA releases the change request for implementation

Apply the Change Request

The implementer performs the necessary changes

The tester verifies the implementation of the changes

The change control manager informs the submitter about the state of the change

QA approves the change

Maintain the Change History

The Change Manager updates the change log

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| I. Change Request | | Request Number: | |
|--|---|---|-------------|
| To be completed by the Submitter | Date of Request: | Problem Report Number (if raised from a problem): | |
| | Submitter: | Planned Completion Date | |
| | Priority: <input type="checkbox"/> High (H) <input type="checkbox"/> Low (L) <input type="checkbox"/> None (N) <input type="checkbox"/> Emergency (E) | | |
| | Description of Request – Documents that define the request in more detail shall be referenced here: | | |
| | Reason for Change / Benefit: | | |
| Estimated Benefit (Person Days / Year): | | | |
| On Account: | | | |
| Submitter | Name | Signature | Date |
| Completed, printed and signed to the SYSTEM XY Change Manager | | | |

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| II. Analysis | | | |
|--|---|--|---------|
| To be completed by the Change Manager | Risks | | Remarks |
| | Does the requested change have any impact on | | |
| | The functionality of SYSTEM XY? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | The security of the SYSTEM XY? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | Electronic Records managed by SYSTEM XY? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | User procedures (how users interact with SYSTEM XY) | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | Interfaces to other systems | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | Printouts out of SYSTEM XY | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | Any other aspects that could influence on the validated state of SYSTEM XY | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | Severity: <input type="checkbox"/> GMP <input type="checkbox"/> Business Critical <input type="checkbox"/> None | | |
| Impact on SYSTEM XY (Describe any influence on the validation state of the affected Business Applications) | | | |

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| | |
|--|---|
| | <p>Name all documents, that must be created or changed for the implementation of the change request:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Requirements <input type="checkbox"/> System description <input type="checkbox"/> Code (scripts) <input type="checkbox"/> Test cases <input type="checkbox"/> SOPs |
| | <p>Verification Activities – the verification activities out of the following list must be selected according to the impact of the requested change</p> <ul style="list-style-type: none"> <input type="checkbox"/> (Code-) Review <input type="checkbox"/> Integration test <input type="checkbox"/> regression test <input type="checkbox"/> training <input type="checkbox"/> others (please specify) <p><input type="checkbox"/> a revalidation plan will be written</p> |
| | <p>Estimated effort for realization incl. tests (Individuals, Days) for</p> |

| III. Assignment for implementation | | | |
|------------------------------------|-----------|------|---|
| Name | Signature | Date | |
| | | | <input type="checkbox"/> assigned with date: <input type="checkbox"/> rejected and submitter informed <input type="checkbox"/> postponed and submitter informed |
| Quality Assurance | | | Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Reason for rejection: | | | |

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| IV. Checklist for the release to production | | | |
|--|-----------|------|--|
| (8) Transportation date for productive deployment was: | | | |
| Name | Signature | Date | |
| Implementer / Tester | | | Successfully implemented <input type="checkbox"/> n/a <input type="checkbox"/> Yes All required (see analysis part of CR) documentation created and/or updated <input type="checkbox"/> n/a <input type="checkbox"/> Yes Successfully build <input type="checkbox"/> n/a <input type="checkbox"/> Yes Successfully tested <input type="checkbox"/> n/a <input type="checkbox"/> Yes Effort for realization (PT): |
| Change Manager | | | Submitter informed <input type="checkbox"/> n/a <input type="checkbox"/> Yes All documentation archived <input type="checkbox"/> n/a <input type="checkbox"/> Yes Effort for realization: |

| Name | Signature | Date | |
|--------------------------|-----------|------|--|
| Change Manager | | | <input type="checkbox"/> All related change requests in other systems closed <input type="checkbox"/> Assigned activities verified <input type="checkbox"/> Released for production <input type="checkbox"/> Submitter informed |
| Application System Owner | | | Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Quality Assurance | | | Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No |

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Appendix: Documents updated/created

| Doc Type | Doc. ID, Document Title |
|--------------------|--------------------------------|
| Requirements | |
| Scripts | |
| System description | |
| Unit test | |
| Integration test | |
| System test | |
| Acceptance test | |
| SOPs | |