**PROJECT CHANGE REQUEST FORM**

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| **Project Name: Locate Our Branch Enhancement** |
| **Prepared by: Tan Lee Yong** |
| **Date : 27/05/2010** |
| **Change Request No.: IBSCR010** |

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| **1. Requestor Information** |

*Fill in with appropriate information or place an “X” next to those that apply:*

**Area of Change:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Scope**  | **[ X ]** | **Schedule**  | **[ ]** | **Migration** | **[ ]** |
| **Budget**  | **[ ]** | **Quality**  | **[ ]** |  |  |

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| **Is this Change the result of a Risk Management Action?** |
| **No** **[ ]** | **Yes** **[ ]** | **Risk ID:** |

**Scope of Change:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Information Site GUI**  | **[ X ]** | **BVMC**  | **[ X ]** | **CIB Reports**  | **[ ]** |
| **Information Site Tools**  | **[ ]** | **CORUS**  | **[ ]** | **BIB Reports**  | **[ ]** |
| **Content**  | **[ ]** | **CIB Demo**  | **[ ]** | **BIB User Guide**  | **[ ]** |
| **Database**  | **[ ]** | **BIB Demo**  | **[ ]** | **CIB User Guide**  | **[ ]** |
| **ESB**  | **[ ]** | **OnlineApps IBG Core** | **[ ]** | **BVMC User Guide** | **[ ]** |
| **CIB** | **[ ]** | **BIB** | **[ ]** | **Others** | **[ ]** |
|  |  |  |  |  |  |

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| ***Proposed Change Description and References:****Provide information below concerning the requested change. Create links to any supporting documentation* |
| **Description:**User requested to have a new Branch Locator similar to M2U branch locator. Please see Appendix B for the proposed solution. |
| **Justification:** |

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| **Hyperlinks:** |  |

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| --- | --- |
| **Impact of Not Implementing:** |  |
| **Proposed Change:** |  |

**Alternatives: f the Change Request**

|  |  |
| --- | --- |
| **Initial Review Date:** | **Assigned To:**  |
|  *Action* |  *Comments* |
| **Approval for Impact Analysis** | **[ ]** |  |
| **Reject** | **[ ]** |  |
| **Defer Until** | **[ ]** |  |
| **Express Approval**  | **[ ]** |  |

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| **3. Initial Impact Analysis** |

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| **Baselines Affected:** |
| **Configuration Items Affected****(e.g product specifications):** |
| **Cost / Schedule Impact Analysis Required? *(check one)*** | **Yes [ ]** | **No [ ]** |
| **Impact on Cost:**  |  |
| **Impact on Schedule:**  |  |
| **Impact on Resources:** |  |
| **Risk associated with implementing the change:** |  |
| **Risk associated with not implementing the change:** |  |
| **Final Review Results:** |  |
| **Review Date:** |  |
| **Priority: *(check one)*** | **High [ ]** | **Medium [ ]** | **Low [ ]** |

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| **4. Impact Analysis Results**  |

**Specific Requirements Definition:**

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| --- | --- | --- |
| **Additional Resource Requirements** (insert rows as needed)**:** | ***Work Days*** | ***Cost***  |
| Information site enhancement | ***5*** | ***10000*** |
|  |  |  |
| **UAT & Migration Assistance** | ***2*** | ***3600*** |
| ***Totals*** | ***8*** | ***13600*** |

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| **Impact of Not Implementing the Change:** |  |
| **Alternatives to the Proposed Change:**  |  |
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| **5. Final Recommendation** |

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 **Project C**

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| **6. Project Change Request Form / Signatures** |

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| **Project Name:** |  |
| **Project Manager:** |  |

*I have reviewed the information contained in this* Project Change Request Form *and agree:*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Name*** | ***Title*** | ***Signature*** | ***Date******(MM/DD/YYYY)*** |
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*The signatures above indicate an understanding of the purpose and content of this document by those signing it. By signing this document, they agree to this as the formal* Project Change Request Form*.*

**Appendix A**

**Proposed Schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Day*** | ***21-25/06*** | ***28/06-02/07*** | ***06-07/07*** | ***08/07*** |
| Development |  |  |  |  |
| UAT |  |  |  |  |
| Pre Migration |  |  |  |  |
| Migration |  |  |  |  |

**Appendix B**

**Proposed Solution**

1. Rework the branch locator to use drop-down for ‘State’ & ‘Facilities’ in the Contact Us page
2. Build a new page to display the Branch result and to include the branch locator function
3. Content restructuring. The current content type used and KFH Editorial is not be able to cater for the new requirement.
4. The new page will look like current M2U branch locator page.

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