

PROJECT CHANGE REQUEST FORM

Project Name: Hardcopy statement & estatement request

Prepared by: Vincent Devethas

Date : 06/03/2013

Change Request No.: IBSCR052

1. Requestor Information

Fill in with appropriate information or place an "X" next to those that apply:

Area of Change:

Scope	<input checked="" type="checkbox"/>	Schedule	<input type="checkbox"/>	Migration	<input type="checkbox"/>
Budget	<input type="checkbox"/>	Quality	<input type="checkbox"/>		

Is this Change the result of a Risk Management Action?

No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Risk ID:
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Scope of Change:

Information Site GUI	<input type="checkbox"/>	BVMC	<input type="checkbox"/>	CIB Reports	<input type="checkbox"/>
Information Site Tools	<input type="checkbox"/>	CORUS	<input type="checkbox"/>	BIB Reports	<input type="checkbox"/>
Content	<input type="checkbox"/>	CIB Demo	<input type="checkbox"/>	BIB User Guide	<input type="checkbox"/>
Database	<input type="checkbox"/>	BIB Demo	<input type="checkbox"/>	CIB User Guide	<input type="checkbox"/>
ESB	<input type="checkbox"/>	OnlineApps IBG Core	<input type="checkbox"/>	BVMC User Guide	<input type="checkbox"/>
CIB	<input type="checkbox"/>	BIB	<input checked="" type="checkbox"/>	Others	<input type="checkbox"/>

Proposed Change Description and References:

Provide information below concerning the requested change. Create links to any supporting documentation

Description:

Add hardcopy statement and estatement request in account enquiry module

Justification:

Hyperlinks:

Impact of Not Implementing:

Proposed Change:

Alternatives:

Initial Review Date:	Assigned To:
<i>Action</i>	<i>Comments</i>
Approval for Impact Analysis []	
Reject []	
Defer Until []	
Express Approval []	

3. Initial Impact Analysis

Baselines Affected:		
Configuration Items Affected (e.g product specifications):		
Cost / Schedule Impact Analysis Required? (<i>check one</i>)	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: (<i>check one</i>)	High []	Medium [] Low []

4. Impact Analysis Results

Specific Requirements Definition:

Additional Resource Requirements (insert rows as needed):	<i>Man Days</i>	<i>Cost</i>
CMS Labuan	6	12,000.00
UAT & Migration Assistant	4	8,000.00
Tax (6%)		1,200.00
Totals		21,200.00

Impact of Not Implementing the Change: Customer unable to request hardcopy statement and estatement request.

Alternatives to the Proposed Change: _____

5. Final Recommendation

6. Project Change Request Form / Signatures

Project Name: _____
Project Manager: _____

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

<i>Name</i>	<i>Title</i>	<i>Signature</i>	<i>Date</i> <i>(MM/DD/YYYY)</i>

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

Terms & Conditions

1. Changes applied for this CR will be implemented according to the project schedule regardless of the dependency of other 3rd party systems or service providers such like MacroKiosk, ePay and MobilityOne readiness.
2. Internet Banking System will not be responsible for failure of implementing the changes once it is implemented to production in the event other 3rd party systems or service providers failed to apply the changes.
3. This CR is valid for 30 days as stated from the date herein.

Appendix B

Scope of work

No	Features	Impacted Module	Remarks
1)	Hardcopy Statement	Account Enquiry	<ul style="list-style-type: none"> • New module in Account Enquiry that contains 3 steps. • Requesting hardcopy statement requires approval from authorizer. Upon request, system will notify bank operation team to send the hardcopy statement.
2)	estatement request	Account Enquiry	<ul style="list-style-type: none"> • New module in Account Enquiry that contains 3 steps. • estatement request requires approval from authorizer. • Upon request, system will generate report and make available for the users to download.