**PROJECT CHANGE REQUEST FORM**

|  |
| --- |
| **Project Name: IBG MEPS New Requirement** |
| **Prepared by: Vincent Devethas** |
| **Date : 30/07/2013** |
| **Change Request No.: IBSCR055** |

|  |
| --- |
| **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**  | **[ ]** |  |  |

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

**Scope of Change:**

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

|  |
| --- |
| ***Proposed Change Description and References:*** |
| **IBG Multiple Settlement**-To increase the frequency of settlement by two (2) windows per day.**IBG Payment Reference Standard**- To make three (3) payment information as mandatory:1. Recipient’s Reference2. Payment Description3. Sender’s Name**IBG Standardize Beneficiary ID** - Send Beneficiary identification number to MEPS as per the requested format.**IBG 2nd ID Validation**- As an OFI, send multiple Beneficiary IDs. As an RFI, capture Beneficiary IDs and validate before Crediting the fund. |
| **Justification:** |
| **Hyperlinks:** |  |

|  |  |
| --- | --- |
| **Impact of Not Implementing:** |  |
| ***IBG Multiple Settlement*** *– There will be only one settlement per day****IBG Payment Reference Standard*** *- MyClear will not accept the transaction with insufficient* *payment information. IBG System unable to process transaction from MyClear with all payment**information provided.****IBG Standardize Beneficiary ID*** *– Beneficiary IDs will not be standardize as per* *MEPS requirement.****IBG 2nd ID Validation*** *– Unable to send and receive more than 1 Beneficiary ID.* |  |

**Alternatives: f the Change Request**

|  |  |
| --- | --- |
| **Initial Review Date:** | **Assigned To:**  |
|  *Action* |  *Comments* |
| **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? *(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 [ ]** |

|  |
| --- |
| **4. Impact Analysis Results**  |

**Specific Requirements Definition:**

|  |  |  |
| --- | --- | --- |
| **Additional Resource Requirements** (insert rows as needed)**:** | ***Man/ Day*** | ***Cost (RM)*** |
| **Customization of CIB, BIB, Bulkpayment, IBGCore, Corus, Corus reporting, CIB reporting, BIB reporting, Database.** | ***12*** | ***24,000.00*** |
| **UAT & Deployment Support** | ***3*** | ***6,000.00*** |
| **Subtotal** |  | ***30,000.00*** |
| **Government Tax (6%)** |  | ***1,800.00*** |
|  |  |  |
| **Special Discount** |  | ***1,800.00*** |
| ***Totals*** | ***15*** | ***30,000.00*** |

|  |  |
| --- | --- |
| **Impact of Not Implementing the Change:** | ***IBG Multiple Settlement*** *– There will be only one settlement per day****IBG Payment Reference Standard*** *- MyClear will not accept the transaction* *with insufficient payment information. IBG System unable to process transaction* *from MyClear with all payment information provided* |
|  | ***IBG Standardize Beneficiary ID*** *– Beneficiary IDs will not be standardize as per* *MEPS requirement.****IBG 2nd ID Validation*** *– Unable to send and receive more than 1 Beneficiary ID.* |
| **Alternatives to the Proposed Change:**  | None |
|

|  |
| --- |
| **5. Final Recommendation** |

 |

 **Project C**

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

|  |  |
| --- | --- |
| **Project Name:** | **MyClear New Requirement** |
| **Project Manager:** | Malarvili Muniandy |

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

|  |  |  |  |
| --- | --- | --- | --- |
| ***Name*** | ***Title*** | ***Signature*** | ***Date******(MM/DD/YYYY)*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*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. This CR is valid for 30 days as stated from the date herein.
2. Change request will be delivered for SIT and/or UAT, respective user is required to sign off User Acceptance Certificate upon completion of UAT prior to production migration.
3. Penril is not responsible, unless stated, for SIT and/or UAT environments and materials (system server, network, test data and etc) which are required for SIT and/or UAT.
4. Migration is to be performed by respective IT team from KFH, Penril shall provide assistance.

**Appendix B – Scope of Works**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Enhancement** | **Project** | **Area** | **Description** | **Remarks** |
| IBG Multiple Settlement | IBG Core | IBG Process | Add window 2 for crediting process |  |
| Corus | MyClear Reporting | Display the additional report from MyClear |  |
| Database | Table: IBG Services | Add scheduler for crediting window 2 |  |
| IBG Payment Reference Standard | CIB | Interbank | - Customization for the three (3) payment information in the screen.- Additional validation.- Customize Interbank Report |  |
| BIB | Interbank | - Customization for the three (3) payment information in the screen.- Additional validation.- Customize Interbank Report |  |
| Bulkpayment | - Customization for the three (3) payment information. - Additional validation. |  |
| Corus | IBG | - Display additional field in OFI and RFI enquiry.- Add column in OFI and RFI report. |  |
| IBG Core | IBG Process | - Capture the payment information and placed in OFI Nacha file.- Read payment information from RFI Nacha file and load into database table.- Additional validation for payment information. |  |
| Standardize Beneficiary ID | CIB | Interbank | Standardize beneficiary IDs as per MEPS requirement |  |
| BIB | Interbank | Standardize beneficiary IDs as per MEPS requirement |  |
| Bulkpayment | Standardize beneficiary IDs as per MEPS requirement |  |
| 2nd ID Validation | CIB | Interbank | Add 4 options to select and key in Beneficiary ID |  |
| BIB | Interbank | Add 4 options to select and key in Beneficiary ID |  |
| Bulkpayment | Retrieve all beneficiary ID |  |
| IBGCore | IBG RFI | Retrieve all beneficiary IDs and store into data warehouse |  |
| IBG Crediting | Validate Beneficiary IDs and proceed if anyone of the ID is valid |  |