**PROJECT CHANGE REQUEST FORM**

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

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| **1. Requestor Information** |

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

**Area of Change:**

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| --- | --- | --- | --- | --- | --- |
| **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:**

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| --- | --- | --- | --- | --- | --- |
| **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 ]** |  |  |
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| ***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 Reference  2. Payment Description  3. 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:** |  | |

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| **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**

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| **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)**:** | ***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*** |

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| **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**

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

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

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

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| --- | --- | --- | --- |
| ***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**

**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**

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| **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 |  |