

## PROJECT CHANGE REQUEST FORM

**Project Name: KFH New Branch Opening**

**Prepared by: Jelson Low**

**Date : 07/01/2011**

**Change Request No.: IBSCR025**

### 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 checked="" type="checkbox"/>	CIB Reports	<input checked="" type="checkbox"/>
Information Site Tools	<input type="checkbox"/>	CORUS	<input checked="" type="checkbox"/>	BIB Reports	<input checked="" type="checkbox"/>
Content	<input checked="" 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 checked="" type="checkbox"/>	BVMC User Guide	<input type="checkbox"/>
CIB	<input checked="" 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 new KFH branches in KFH Internet Banking site.

**Justification:**

**Hyperlinks:**

**Impact of Not Implementing:**

New branch will not reflect in KFH Internet Banking site

**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

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

## 4. Impact Analysis Results

**Specific Requirements Definition:**

<b>Additional Resource Requirements</b> (insert rows as needed):	<i>Man Days</i>	<i>Cost</i>
CIB & BIB & Corus	1	2000
Reports	1	2000
UAT & Migration Assistant	2	3600
<b>Totals</b>		<b>7600</b>

**Impact of Not Implementing the Change:** New KFH branches will not be added to Internet Banking

**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> (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**

### **Proposed Solution**

Deliver changes according to “*CR - add new branch in IB, CORUS & BVMC.pdf*” provided by Sharon Lai.

#### **BVMC & Reports**

- 1) Add Qualifier value named 'Kota Bharu Branch' for every Qualifiers which name contain “\*.BRANCH” in Personalization menu -> (for BVMC Report in menu IBReport)
- 2) Assign the new Qualifier Value for every report BRANCH Qualifier to User report (for BVMC Report User access)
- 3) Add new Content (Address and info) for branch Kota Bharu in KFH Editorial (for Info Site)
- 4) Add new Content (Address and info) for branch Kota Bharu in IB Branch Info (for CIB, Info Site)
- 5) Add new Content (GL account no) for branch Kota Bharu in IB Collection Account (for BIB)
- 6) Include new branches to related reports.

#### **CIB & BIB**

- 1) Add new GL account no for branch Kota Bharu for crediting SI Charges.

#### **CORUS**

- 1) Add new Branch Names “Kota Bharu Branch” and “Operations” to be display in OFI Enquiry module.