

Software Change Request (SCR) Form

SCR #: _____ REQUIREMENT #: _____

CHANGE REQUEST INITIATION:																																												
Originator: _____		Phone#: (____) _____																																										
Date Submitted: ____/____/____		System Name: _____																																										
Version Number: _____																																												
CONFIGURATION ITEM: Software: _____ Documentation: _____																																												
CHANGE TYPE: New Requirement: _____ Requirement Change: _____ Design Change: _____ Other: _____																																												
REASON: Legal: _____ Business: _____ Performance Tuning: _____ Defect: _____																																												
PRIORITY: Emergency: _____ Urgent: _____ Routine: _____ Date Required: ____/____/____																																												
CHANGE DESCRIPTION: (Detail functional and/or technical information. Use attachment if necessary.)																																												
Attachments: Yes / No																																												
TECHNICAL EVALUATION: (To be completed by Contractor. Use attachment if necessary.)																																												
Received By: _____		Date Received: ____/____/____ Assigned To: _____																																										
Date Assigned: ____/____/____																																												
Type of Software Affected : _____																																												
Modules/Screens/Tables/Files Affected: _____																																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Documentation Affected:</th> <th style="text-align: center;"><u>Section #</u></th> <th style="text-align: center;"><u>Page #</u></th> <th style="text-align: center;"><u>Date Completed</u></th> <th style="text-align: center;"><u>Initial</u></th> </tr> </thead> <tbody> <tr> <td>Requirements Specification</td> <td>_____</td> <td>_____</td> <td>____/____/____</td> <td>_____</td> </tr> <tr> <td>System Design Specification</td> <td>_____</td> <td>_____</td> <td>____/____/____</td> <td>_____</td> </tr> <tr> <td>System Test Plan</td> <td>_____</td> <td>_____</td> <td>____/____/____</td> <td>_____</td> </tr> <tr> <td>Training Plan</td> <td>_____</td> <td>_____</td> <td>____/____/____</td> <td>_____</td> </tr> <tr> <td>User System Reference Manual</td> <td>_____</td> <td>_____</td> <td>____/____/____</td> <td>_____</td> </tr> <tr> <td>System Maintenance Manual</td> <td>_____</td> <td>_____</td> <td>____/____/____</td> <td>_____</td> </tr> <tr> <td>Other (Specify)</td> <td>_____</td> <td>_____</td> <td>____/____/____</td> <td>_____</td> </tr> </tbody> </table>					Documentation Affected:	<u>Section #</u>	<u>Page #</u>	<u>Date Completed</u>	<u>Initial</u>	Requirements Specification	_____	_____	____/____/____	_____	System Design Specification	_____	_____	____/____/____	_____	System Test Plan	_____	_____	____/____/____	_____	Training Plan	_____	_____	____/____/____	_____	User System Reference Manual	_____	_____	____/____/____	_____	System Maintenance Manual	_____	_____	____/____/____	_____	Other (Specify)	_____	_____	____/____/____	_____
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TIME ESTIMATES: (To be completed by Contractor. Use attachment if necessary.)																																												
Lifecycle Stage	<u>Est. Time</u>	<u>Act. Time</u>	<u>Date Comp.</u>	<u>Remarks</u>																																								
Analysis/Design	_____	_____	____/____/____	_____																																								
Coding/Testing	_____	_____	____/____/____	_____																																								
Acceptance	_____	_____	____/____/____	_____																																								
Total Hours:	_____	_____	____/____/____	_____																																								