

## Change Control Form

**Change Request #: 02** **Project: MeDescargoElNomenclator 1.0**

<b>CHANGE REQUEST INITIATION:</b> Originator: Pablo Sánchez Phone#: ( ) email: p.sanchez@unican.es Date Submitted: 09/03/2010 System/Product/Service Name: MeDescargoElNomenclator Version Number: 1.0				
<b>CONFIGURATION ITEM:</b> Software: <input checked="" type="checkbox"/> Firmware: <input type="checkbox"/> Hardware: <input type="checkbox"/> Documentation: <input type="checkbox"/> Other: <input type="checkbox"/>				
<b>CHANGE TYPE:</b> New Requirement: <input type="checkbox"/> Requirement Change: <input type="checkbox"/> Design Change: <input type="checkbox"/> Other: Perfective				
<b>REASON:</b> Legal: <input type="checkbox"/> Market: <input type="checkbox"/> Performance: <input type="checkbox"/> Customer Request: <input checked="" type="checkbox"/> Defect: <input type="checkbox"/> Other: <input type="checkbox"/>				
<b>PRIORITY:</b> Emergency: <input type="checkbox"/> Urgent: <input type="checkbox"/> Routine: <input checked="" type="checkbox"/> <b>Date Required: 23/03/2010</b>				
<b>CHANGE DESCRIPTION:</b> (Detail functional and/or technical information. Use attachment if necessary. Comment on alternatives and architectural design decisions when required)  <i>The range of available years ends on 2008. It should end on the current year.</i>  <b>Attachments:</b> Yes / No				
<b>TECHNICAL EVALUATION:</b> (Use attachment to explain changes, impact on other entities, impact on performance etc.)  Received By: _____ Date Received: ____/____/____ Assigned To: _____ Date Assigned: ____/____/____  Type of Software/Hardware/etc. Affected: _____  Modules/Screens/Tables/Files Affected: _____				
<b>Documentation Affected:</b>	<b><u>Section #</u></b>	<b><u>Page #</u></b>	<b><u>Date Completed</u></b>	<b><u>Initial</u></b>
Requirements Specification	_____	_____	____/____/____	_____
System Design Specification	_____	_____	____/____/____	_____
System Test Plan	_____	_____	____/____/____	_____
Training Plan	_____	_____	____/____/____	_____
User System Reference Manual	_____	_____	____/____/____	_____
System Maintenance Manual	_____	_____	____/____/____	_____
Other (Specify)	_____	_____	____/____/____	_____
<b>TIME ESTIMATES to make the change:</b> (Use attachment if necessary.)				
<b><u>Lifecycle Stage</u></b>	<b><u>Est. Time</u></b>	<b><u>Act. Time</u></b>	<b><u>Date Comp.</u></b>	<b><u>Remarks</u></b>
Analysis/Design	_____	_____	____/____/____	_____
Coding/Testing	_____	_____	____/____/____	_____
Acceptance	_____	_____	____/____/____	_____
<b>Total Hours:</b>	_____	_____	_____	_____
<b>Project Impact Analysis Needed:</b> Yes / No (If yes, include impact on budget, resources, schedule, risk etc.)				
<b>APPROVALS:</b> Change Approved: _____ Change Not Approved: _____ Hold (Future Enhancement): _____				
1. Signature _____				Date: ____/____/____
2. Signature _____				Date: ____/____/____
3. Signature _____				Date: ____/____/____