

Request Date:	
Application Name:	
Module:	
Subject:	
Submitted By:	
CR#	

(CR# Year/Month/Day/Request submitted for that day.)

Check as many as apply: This Change Request should accomplish the following

- Simplify this task?
- Reduce the amount of time I spend on this task?
- Reduce the learning curve for new team members?
- Reduce the overall cost of completing this task?
- Create New Revenue Streams?
- Other _____

Explain in a few short sentences how this Change Request will accomplish the improvements indicated above.

Add as many as required: Explain in numerical order, how you currently accomplish this task.

1. [Step One]
2. [Step Two]
3. [Step Three]
4. [Step Four]
5. [Step Four]

Add as many as required: Describe how you envision this task will work after the Change Request is developed. This is done

1. [Step One]
2. [Step Two]
3. [Step Three]
4. [Step Four]
5. [Step Four]

This CR will be incorporated into the next scheduled release. Is there any reason it should not be? Please state your reasons:

Business Unit (Signature Required)	
Requested by:	Date:
Approved by:	Date:
(Business Unit-Manager level or above)	
Committees (Optional)	
Reviewed by: [Committee Name]	Date:
Approved by: [Committee Signatory]	Date:
Reviewed by: [Committee Name]	Date:
Approved by: [Committee Signatory]	Date:
Software Development Team (Signature Required)	
Use Case Reviewed by: (Use Case Completed and Attached)	Date:
Approved by: [Manager Name]	Date:
(Manager level or above)	
Development & Quality Assurance	
Estimated effort to create the CR:	Hours:
Projected Pre-Test Completion Date:	Date:
Projected Date QA Completed: (unit, integration, black box, stress & beta – tests not planned are struck through)	Date:
Customer Acceptance & Deployment	
Customer Acceptance:	Date:
Application Version Assigned:	Version:
Planned Release Date:	Date:
Notes:	