Change Request Form

A New Requirement is still a change to the system.

Name:

Organization:

Rank:

Email Address:

Date:

Definition of a change (hardware, software or service):
Describe the change and why is it needed, including the customers and users requesting and affected by the change. If required by external directive attach a copy of the directive.

Subsystems changed:
List at least one and possibly more subsystems to which changes are proposed.

Unchanged subsystems affected:
List any subsystems not changed that the change will affect.

Documentation to be updated:
List all documents in the ETSS project repository that must be updated as part of the change, including both internal project documents (e.g., Certification and Accreditation documentation, Hardware and/or Software baselines, Engineering Specification(s), and User Interface Specification) and deliverable documents (e.g., user's Guides, Packaging).

Priority:
Propose the appropriate priority (one through five descending scale or X):

☐ **Urgent:**
Request must be implemented immediately. (Emergency release/patch must have accompanying disposition plan.)

☐ **Essential:**
Request must be in this scheduled release.

☐ **Valuable:**
Request would provide significant benefit to one or more customers/users in this scheduled release.

☐ **Discretionary:**
Request could be included whenever possible in some future release, allowing for all other priorities.

☐ **Rejected:**
Do not implement request, as costs, issues, or risks outweigh benefits.

Dependencies:
List any linkages between this change and other pending changes, or pending decisions, or any assumptions.

Cost/savings/benefits:
Estimated cost or savings inherent in the change as well as post-release benefits.

Effort:
Estimated number of person-hours of effort required to implement the change.

Requested completion:
Date to complete all implementation, testing, and integration tasks.

Accompanying Documentation

If your request has accompanying documentation please attach it with your request.