

# ST System/Application Change Request (CR) Form – 1

ST System/Application Change Request Form					
<b>CR ID (to be completed by ST6 Project Manager):</b>				<b>ST/CR-#</b>	
<b>This section is to be completed by the Originator</b>					
<b>Originator Name:</b>		<b>Originator's organization/Division:</b>			
<b>Project/Product Name:</b>	<i>Name of the product or project in which a change is being requested or a problem reported.</i>				
<b>Project Status<sup>1</sup>:</b>		<b>Date Reported: (MM/DD/YYYY)</b>	<i>Date this issue was submitted</i>		
<b>CR Issue Title:</b>	<i>One-line description of the issue.</i>				
<b>Issue Description:</b> <i>Free-form text description of the change being requested. This cannot be changed after it is entered. If reporting a problem, enter the exact error message text observed here (Do not state "deploy xyz, an actual request needs to be written here)..</i>					
<b>Security Evaluation: (REQUIRED FOR ALL CHANGES)</b> <b>Describe the impact on network security, user access, authentication, vulnerabilities:</b>					
<b>ITSO Approval:</b> ..... <b>DATE:</b>					
<b>Request Change Type<sup>2</sup>:</b>		<b>Issue Severity<sup>3</sup> (1,2,3,4):</b>		<b>Changed Needed by:</b>	<i>Preferred date the fix is needed.</i>
<b>Other Comments:</b>					
<b>Status</b> - Assigned, In progress, Completed, Closed:			<b>Originator's Initial:</b>		

<sup>1</sup> P - Production, D – Development, T – Testing, OT – Other. When OT is entered, please explain.

<sup>2</sup> Problem (Bug Fix), Enhancement, Requirement Change, New Project, Emergency/Urgent Request.

<sup>3</sup> 1 – Emergency, 2 – Critical, 3 – Major, 4 - Minor

# ST System/Application Change Request (CR) Form – 2

ST System/Application CR Status Tracking/Report Form				
<b>CR ID #: ST/CR-#</b> (Assigned by ST6 Project Manager or Division Chief)				
<b>This section is to be completed by ST6</b>				
<b>Request Approved by:</b>		<b>Approving Official's Position/Title/Office:</b>		
<b>Implementation Priority (High, Medium, Low):</b>			<b>Date approved:</b>	
<b>Assigned to:</b>		<b>Planned Release Date:</b>		
<b>Response:</b> <i>Free-form text of responses made to the change request. Multiple responses can be made over time. Do not change existing responses.</i>				
<b>This section is to be filled out by the individual who is responsible for implementing the changes</b>				
<b>Project Lead:</b>		<b>Modifier/Programmer:</b>	<b>Initial:</b>	
		<b>Tester:</b>	<b>Initial:</b>	
<b>Other Comments:</b>				
<b>Status (Y/N):</b> <i>Update current status of the change request as it moves through the states described in the <b>Change Request Status</b> section. Date of status changes and name of user making the update are shown automatically.</i>	Initiated		Date initiated:	
	Assigned		Date Assigned:	
	Working on		Date Updated:	
	Completed		Date Completed:	
	Tested		Date Tested:	
	User Accepted		Date Accepted:	
	Closed		Date Closed:	

**Change Request Close Authorization Signature:**

Name (Print)	Signature	Date
<i>Chief, Since Information Division, Office of Science and Technology</i>		