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| **Section A: Change details** |
| **Project Title** |  |
| **Project ID** |  |
| **Project Manager** |  |
| **Requested by** | **Project Manager** [ ]  **Project Board** [ ]  **Programme Board** [ ]  **ITLT** [ ]  |
| **Date Submitted** |  |
| **Project Board approval** | **Yes** [ ]  **No** [ ]  |
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| **Priority** *See priority advice at end of document* |  |
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| **1. Detailed description of change** | *Include a description of impacts to existing objectives and deliverables as well as any new ones (e.g returning to a previous stage). List Revised Milestones and Dates* |
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| **2. Justification** | *Provide a business case or reason(s) for the change being requested* |
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| **3. Impact if not implemented** | *Describe the impact if the requested change is not implemented as requested. Discuss any issues of timing of implementation* |
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| **4. Alternative solution/Potential workaround** | *What would the next choice of solutions be* |
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| **5. Project Board response** |  |
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| **Primary** | **Impact of change on Gate 4 plan** |
| Benefits |  |
| Scope & requirements |  |
| Time |  |
| Cost |  |
| Resources\* |  |
| **Secondary** |  |
| Quality |  |
| Risk Management |  |
| Stakeholders / Communications |  |
| Assumptions |  |

**How to judge Change request priority?**

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| **Priority** | **Definition** |
| *1* | *Vital – the final project will not work without this. Whatever the reason this was not planned from the outset, it must be done now. This may be as the result of something external to the product, such as changes in legislation.* |
| *2* | *High - it would be very inconvenient to operate the product without this. Any work round can only be operated for a limited time. E.g. it might be acceptable to do this by hand during the month, but at year-end the volume of transactions will be too great to cope with.* |
| *3* | *Medium - a work round can operate. E.g. the operator might have to return to the menu to select the next option rather than go straight there* |
| *4* | *Low - nice-to-have, but can live without the change. This might include things like changing the order of fields on the screen, or having the grey fabric for the seat covers after all* |
| *5* | *Cosmetic change – in practice these are very often implemented before higher priority ones, e.g. a minor screen change will be done while the code is open for some other reason. But if these changes are never done, they will not impact the benefits or usability from developing the product.* |

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| **Resource: Current Stage:***Definite requirements – this is the amount of resource that has to be committed to the project in order for work to start.**Resource estimations are provided by resource Managers and the Resource approval granted by ITLT.* | *A month is based on 20 work days**1 day per month = 5% FTE**10 days per month = 50%**Please use 1 line per resource needed.* |  |
| **Section** | **Team** | **Resource Manager** | **Start Date** | **End Date** | **Days** | **Specific resources from teams (details) & Tasks Required** |
| Application Services | Business Analysis | Sarah Barrett |  |  |  |  |
| Integration and System Development | David Madden |  |  |  |  |
| Business Intelligence (BI) | Julian Kobylarz |  |  |  |  |
| Web and Digital Development | Chris Withers |  |  |  |  |
| Application Operations | Nic Doran |  |  |  |  |
| Quality Assurance | Ishtiaq Qureshi |  |  |  |  |
| Architecture, Security & Innovation | Innovation Team | Nandy Millan |  |  |  |  |
| Architecture Team | David Deighton |  |  |  |  |
| Security Team **(Required)** | Chris Bayliss |  |  |  |  |
| End User Services | College IT - Arts and Law | Mike Wrigley |  |  |  |  |
| College IT - EPS | Mark Cooke |  |  |  |  |
| College IT - LES | Stephen Cotton |  |  |  |  |
| College IT - MDS | Mark Connop |  |  |  |  |
| College IT - Social Sciences | Anthony Ford |  |  |  |  |
| College IT – Universal Services | Mark Smith  |  |  |  |  |
| EUS Professional Services | Ian Marsden |  |  |  |  |
| Core Infrastructure | CI Services Team VMWare  | Spencer Webb |  |  |  |  |
| CI Services –F5 |  |  |  |  |  |
| CI Services -Storage and Virtualisation |  |  |  |  |  |
| CI Services - Single sign-on |  |  |  |  |  |
| CI Services - Access and authentication |  |  |  |  |  |
| CI Services - Other |  |  |  |  |  |
| Network Operations | Emma Wade |  |  |  |  |
| Network Development | Renyk De’Vandre |  |  |  |  |
| Data Centre | Stuart Atkins |  |  |  |  |
| Telecoms Services | Gavin Williams |  |  |  |  |
| Infrastructure ‘Light-Touch’ approach | **Yes** [ ]  **No** [ ]  **Light-touch means that it has been agreed at PAC that this is running on an existing system and the infrastructure elements will therefore be marked as exceptions on the release list as the overarching service defines SLAs and there are no changes to these as part of this project****Date Agreed:** **Infrastructure Representative Agreed:** |
| IT Service Desk | IT Service Desk **(Required)** | Shaun Willetts |  |  |  |  |
| New Core | New Core | Liz Richards |  |  |  |  |
| Project Office | Project Office | Liz Simcox |  |  |  |  |
| IT Business Partnering | IT Business Partnering | Tara Lamplough |  |  |  |  |
| Service Management | Service Management **(Required)** | Anthony Steer  |  |  |  |  |
| Research Support | Research Support | John Owen |  |  |  |  |
| Other Resource |  |  |  |  |  |