Enhancement or Change Request Form

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| **Part 1 – Change Request Submission**To be completed by the Originator of the Change Request. Shaded boxes are mandatory.**To submit: Complete the ‘Part 1’ section of this document then email it to** **fssc\_dev@admin.ox.ac.uk** |

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| **Summary Information** |
| **Project Name/ Software / Module***Examples: Oracle Financials Projects module, Sage, Travel Insurance, Budgeting and Forecasting Tool* | Click here to enter text. |
| **Originator Details***Name**Job Title, Department**Email address, Phone number* | **In submitting this request you are agreeing to take responsibility for User Acceptance Testing.**Click here to enter text. |
| **Process Owner** |  |
| **Date Raised** |  |
| **Impact** | Choose an item from drop-down list | **Priority** | Choose an item from drop-down list |
| **HEAT Ref** |  | **Report Code** |  |
| **Screen, Form or Report Name** |  |

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| **Business Purpose and Requirement*** Who needs the change and why?
* What the change will achieve or where in the process it is used
* Are there any critical dates?
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| **Proposed Change Description and Specification plus Acceptance Criteria*** Describe the change being proposed.
* Clearly identify the nature of the change e.g. form, column, etc..
* For **new** **reports**, attach a functional specification
* If applicable, state any critical business dates e.g. proposed project release for the change to be included in, or target date when the requested change should be live.
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| *Please give as many details as possible of the required change* | *Enter acceptance criteria* |

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| **Benefits and Rationale*** Why the change is being proposed, including a cost benefit analysis. In other words, how will the organisation benefit from the change?
* Quantify the benefits where possible.
* Link the change to specific strategic goals, if known.
* If the change is not implemented, how will it adversely affect the organisation?
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| **Alternative(s)*** List at least one alternative to the change you are proposing.
* Briefly indicate why the alternative is not the better choice.
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