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**](mailto: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. | |
| *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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