

The Change Number is comprised of two parts - "Team Code" and "Seq No."



Pending Report

CHANGE REGISTER

abbtCHGTPL002

Show All



CHANGE NUMBER		Completed by Programme Management Office						Taken from Request for Change form									
Team Code	Seq No.	Team Name	P or S Code	PRODUCT/SERVICE	External Number	Change Request Received	CR Approval Y/N/P	Raised By	Date submitted	Change effecting	Required date	Estimated Cost	Associated Risk ref	Description of Change	Reason for Change	Priority	Impact
1000000	001	BUSINESS PORTFOLIO OF WORK	P				Pending							Include change history.		Priority '5' is the highest priority number.	

Ensure "VLookUp" Formula is copied down from cell above

Yes, No or Pending.

If not applicable state "None".

To add a new record right-click row above and select insert.

DO NOT INSERT EMPTY RECORDS ABOVE RED ROW - DO NOT PREALLOCATE CHANGE NUMBERS.

Validated abbreviated Project code. Select appropriate code immediately on registration of a Change. When used in conjunction with the "Seq No." it provides the unique Change number. See pick list in each cell.

Number provided from an external source e.g. an IT Support group. Used for cross reference purposes.

Name of the Projects **product** affected or Projects **support/service** requirement. If more than one item is listed on one RFC show each item in separate row.

"Impact" – Defined as the impact on cost, schedule (timescales and resources required) and quality (ability to meet objectives or support the critical success factors).
 5 Very High > £800k or > 75% of budget or > three months delay or critical requirements will not be met.
 4 High < £800k or 30% to 75% of budget or < three months delay or a few key parameters will not be met.
 3 Medium < £400k or 10% to 30% of budget or < two months delay or a few key requirements will not be met.
 2 Low < £100k or 3% to 10% of budget or < two weeks delay or a few desirable requirements will not be met.
 1 Very Low < £25,000 or < 3% of budget or < two days delay or will meet all requirements

To generate latest number use Autofilters. Select and filter out appropriate "Team Code". Click autofilter on "Seq No." to view the list of all Changes raised by that team showing all numbers used. Use next number in sequence.

To identify/distinguish between Products and Services. P =Product. S = Service

This is a formula driven field. Do NOT enter any data here.

IMPACT - Products and/or Areas Impacted, general comments				DeskTop Support' Details required			Completed by Programme Management Office			Completed by Work Team			Programme Management Office		
Impact Assess. Number	Impact Assessed Cost	Escalation Code	PC Tag No.	Ext No.	Location	Date Approved/ Rejected	Approved/ Rejected by	Work Request Number	Work Status	Actual Change (Outcome)	Actual Cost	Ongoing Costs	Frequency	Progress Update Received	Date Change Completed
							<div data-bbox="1359 919 1567 982">Name of individual or approving body.</div>							<div data-bbox="2475 926 2712 982">Frequency of payment of rental or HP.</div>	
<div data-bbox="501 1066 893 1129">If decision required of higher authority select appropriate level here. (Validated field)</div>									<div data-bbox="1659 1066 1970 1100">One off, or first installment figure.</div>	<div data-bbox="2110 1052 2362 1121">Amount payable each period if rental or HP.</div>					