|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| how to complete change request (cr) form:   1. submit request to oats product team 2. oats product team will complete each field in the first section (green) 3. upon form completion, save document in the teams/sharepoint folder) and ensure filename is the same as the change request title (e.g. kidney dialysis form: change dropdown) 4. BA will work with the business to finaliZe the requirements | | | | | | | | cr number | | | | **[Enter CR Number: OATS-YYYY-NNN]** |
| date of submission: | | | | select date |
| select priority from the dropdown list below: | | | | |
| click hereto select priority | | | | |
| completed by tgln | requestor name: | | [Enter requestor name] | | | | | | | | | |
| e-mail: | | [Enter requestor's email] | | | | phone: | | |  | | |
| approved by: | | [Enter approver's name] | | | | approval date: | | | **SELECT DATE** | | |
| cr title: | | **[Enter CR Title]** | | | | | | | | | |
| cr type: | | **CLICK HERE TO SELECT THE CR TYPE** | | | | | | | | | |
| description: (provide complete explanation of required change) | | | | | | | | | | | |
| [Enter CR Description] | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| completed by shore | impacts/risk Analysis: | | | | | | | | | | | |
|  | | | | | | | | | | | |
| business requirements document (brd)? | | | |  | brd completion date (if required) | | | | | select date | |
| COST | | | | | | | | | | | |
| resource: | | | duration: | | | | | | | estimated cost: | |
|  | | |  | | | | | | |  | |
| TIMELINES | | | | | | | | | | | |
| cr start date: | | | development completion date: | | | | | | | qa completion date: | |
| select date | | | select date | | | | | | | select date | |
| completed by tgln | | signoff/approval by  (position): | |  | | | | | date: | | select date | |

**Priority Levels**

1. Urgent Business Critical – To be included as part of Go-live date (Apr. 26/21)
2. High – Deployed to production within 3 months from Go-live Date
3. Medium – Deployed to production within 3- 6 months from Go-live Date
4. Low – Deployed to production within 6 – 9 months from Go-Live Date