|  |  |  |
| --- | --- | --- |
| 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