

Change control documents [Mandatory]

A software change request document should be filled out when a change needs to be made to a software system. It should detail the person and department requesting the change, nature of the change requested, why it is needed and how it will affect other parts of the system. It should be approved by relevant stakeholders based on the agreed change control process for the project. A change request can be made during the implementation process before the software gets into production or can be requested during the life of the software as the needs of the institution evolve.

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