Office of Information Technology
Change Request Form

SUBMITTER - GENERAL INFORMATION

OS/Ticket #	032470
Submitter Name	Steve Nasdeo
Brief Description of Request	**Make changes to production TCCDB – see link for the changes being done – as well as testing signoff**
Date Submitted	11 February 2019
Date Required	15 February 2019
Priority	☐ Low ☒ Medium ☐ High ☐ Emergency
Reason for Change	The changes are enhancements as well as reporting issues that needed to be changed.
Other Artifacts Impacted	None
Assumptions and Notes	
Attachments or References	☒ Yes ☐ No **Link:** CR 032470 - TCCDB Production change test results.xlsx

INITIAL ANALYSIS

Hour Impact	2h
Duration Impact	2h
Schedule Impact	
Budgeted/Purchased	N/A
Comments	
Recommendations/Options	
Fallback Contingency	

CHANGE CONTROL BOARD - DECISION

Episcopal Moderator – Admin and Personnel	☐ Approved	☐ Approved w/Conditions	☐ Rejected	☐ More Info
Episcopal Moderator – Spiritual Life and Parish Ministries	☐ Approved	☐ Approved w/Conditions	☐ Rejected	☐ More Info
Episcopal Moderator – Education and Superintendent of Schools	☐ Approved	☐ Approved w/Conditions	☐ Rejected	☐ More Info
Episcopal Moderator – Development and Planning	☐ Approved	☐ Approved w/Conditions	☐ Rejected	☐ More Info
Episcopal Moderator – Catholic Charities and Social Concerns	☐ Approved	☐ Approved w/Conditions	☐ Rejected	☐ More Info
Director of Finance	☐ Approved	☐ Approved w/Conditions	☐ Rejected	☐ More Info
Director of Communications	☐ Approved	☐ Approved w/Conditions	☐ Rejected	☐ More Info
Decision Date				
Decision Explanation				
Conditions				

Notes: