**Software Change Request (SCR) Form**

**SCR #: ____________________**

**REQUIREMENT #: ______________________**

**CHANGE REQUEST INITIATION:**
- **Originator:** _________________________________________  **Phone#:**
  (_____)
- **Date Submitted:** ____/____/____  **System Name:** ______________________________________________  **Version Number:**

**CONFIGURATION ITEM:**
- **Software:** _____________________  **Documentation:** _____________________

**CHANGE TYPE:**
- **New Requirement:** ______  **Requirement Change:** ______  **Design Change:** ______  **Other:** ______

**REASON:**
- **Legal:** ______  **Business:** ______  **Performance Tuning:** ______  **Defect:** ______

**PRIORITY:**
- **Emergency:** ______  **Urgent:** ______  **Routine:** ______  **Date Required:** ____/____/____

**CHANGE DESCRIPTION:**
_(Detail functional and/or technical information. Use attachment if necessary.)_

**Technical Evaluation:**
_(To be completed by Contractor. Use attachment if necessary.)_

**Documentation Affected:**
- **Requirements Specification**
  - **Section #**  __________  **Page #**  __________  **Date Completed**  ____/____/____  **Initial**
- **System Design Specification**
  - **Section #**  __________  **Page #**  __________  **Date Completed**  ____/____/____  **Initial**
- **System Test Plan**
  - **Section #**  __________  **Page #**  __________  **Date Completed**  ____/____/____  **Initial**
- **Training Plan**
  - **Section #**  __________  **Page #**  __________  **Date Completed**  ____/____/____  **Initial**
- **User System Reference Manual**
  - **Section #**  __________  **Page #**  __________  **Date Completed**  ____/____/____  **Initial**
- **System Maintenance Manual**
  - **Section #**  __________  **Page #**  __________  **Date Completed**  ____/____/____  **Initial**
- **Other (Specify)**
  - **Section #**  __________  **Page #**  __________  **Date Completed**  ____/____/____  **Initial**

**Time Estimates:**
_(To be completed by Contractor. Use attachment if necessary.)_

<table>
<thead>
<tr>
<th>Lifecycle Stage</th>
<th>Est. Time</th>
<th>Act. Time</th>
<th>Date Comp.</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analysis/Design</td>
<td>_________</td>
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<tr>
<td>Coding/Testing</td>
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<td><strong><strong>/</strong></strong>/____</td>
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<td>Acceptance</td>
<td>_________</td>
<td>_________</td>
<td><strong><strong>/</strong></strong>/____</td>
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</tbody>
</table>

**Total Hours:** _________

**Impact Analysis Needed:**  Yes / No  
_(If yes, include impact on technical performance, resources, schedule, etc.)_

**Approvals:**
- **Change Approved:** ______  **Change Not Approved:** ______  **Hold (Future Enhancement):** ______
<table>
<thead>
<tr>
<th></th>
<th>Signature</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td><strong><strong>/</strong></strong>/____</td>
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<td>2</td>
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<td>3</td>
<td></td>
<td><strong><strong>/</strong></strong>/____</td>
</tr>
</tbody>
</table>

See Reverse for Instructions
This form will be used to request changes to DOE information system software and documentation. The form is appropriate for all stages in the lifecycle, and may be initiated by DOE or Contractor personnel. All change requests will be evaluated and will require approvals. A Software Change Request (SCR) should contain only one change item. A separate SCR should be completed for each requested change. The form is a tool for initiating, evaluating, and tracking project change control requests. It may be modified or tailored to accommodate specific client/project requirements. The Software Change Control Log provides a suggested format for recording and maintaining software change request data.

**INSTRUCTIONS FOR COMPLETING AND PROCESSING THE SCR FORM**

A sequential number beginning with the organizational code (e.g., HR0000194). For requests initiated by the Contractor, a sequential number beginning with the alpha character C (e.g., C0000194). The numbers will be assigned and controlled by configuration management personnel or designees, and tracked by project. Initiators will be notified as to the specific SCR numbers assigned.

Number of the requirement to be changed (if known). Note: If the requested change is a new requirement, a specific requirement number may not be assigned or available at the time of the request.

Information about the initiator of the change request, and the software/documentation impacts.

A sequential number beginning with the alpha character C (e.g., C0000194). The numbers will be assigned and controlled by configuration management personnel or designees, and tracked by project. Initiators will be notified as to the specific SCR numbers assigned.

Place a "X" in the appropriate area. Prepare a brief justification identifying the basis for initiating the SCR and the expected benefits. Use the CHANGE DESCRIPTION area of the form if sufficient space is available; otherwise, use an attachment. Assist the appropriate personnel in ranking priorities.

Ranking to identify action or response to an SCR. Place a "X" in the appropriate area.

A change in operational characteristics that, if not accomplished without delay, will impact system operability. A change that, if not accomplished promptly (e.g., prior to the next production cycle), will impact system effectiveness. A change that can be planned, scheduled, and prioritized. The date the change is needed.

Detailed functional and/or technical information about the change. Use an attachment, if necessary, to provide adequate detail or supporting documentation (e.g., statement of new requirement).

To be completed by Contractor. Provides tracking data of technical approach.

To be completed by Contractor. Identify the lifecycle stage(s) affected by the change. Post the estimated and actual time required, and date(s) completed. Total the estimated times and provide any remarks.

Acquire the approval signatures for authorizing the SCR (e.g., Client - Project Management Officer (PMO), Point of Contact (POC), Contractor - Project Manager (PM)). Select one option by placing a "X" in the appropriate action area: Change Approved, Change Not Approved, or Hold (Future Enhancement). Note: Individuals authorized to approve change requests are identified in the project Configuration Management Plan.