

ECM TOOL EMAIL NOTIFICATION MATRIX

Name of Notified Party	Definition												
Requester	Submitter of Change Request (email address entered into CR request form (dynamic))												
DC SDM	Data Center Service Delivery Manager (static)												
Data Center POC	Usually Data Center Line of Service Manager (email address entered into CR request form (dynamic))												
System Affected	FSA Business Owner, Application POC, Primary IT Service POC, Alternate IT Service POC (static by application -see notification sheet)												
Assignee	DC tech worker (email address entered into CR request form (dynamic))												
Contracts	Contracts Officer or Financial Approver (static) DC is copied on notice												
Approver	Additional Approvers required (static)												
Note:	"Dynamic" = information captured when entered into CR												
	"Static" = information hard-coded into ECM Tool												
Notifications													
Step	Initial State	Action	Resulting State	Requester	DC SDM	DC POC	Syst Effected	Assignee	All	Contracts	Pilot	Approver	
a	Drafted	Submit to DC	Submitted		X	X	X					X	
b	Submitted	Propose	Proposed	X			X				X		
c	Submitted	Request Funding	Pending Funding	X						X	X		
d	Submitted	Reject	Rejected	X							X		
e	Submitted	Approved For Scheduling	Scheduled	X									
f	Pending Funding	Approve Funding	Submitted										
g	Pending Funding	Disapprove Funding	Rejected	X	X	X	X						
h	Proposed	Disapprove	Rejected	X	X	X					X	X	
i	Proposed	Review	CCRB Review	X			X				X		
j	Rejected	Re-Submit	Submitted										
k	Rejected	Close Rejected	Closed Rejected								X		
l	CCRB Review	Approve	Scheduled								X		
m	CCRB Review	Reject	Rejected	X			X				X		
n	Scheduled	Implement	Resolved	X	X		X				X		
o	Scheduled	Failure	Rejected	X	X		X				X		
p	Resolved	Close Successfully	Closed Successfully					X			X		
q	Resolved	Failure	Rejected		X	X	X	X			X		