

## CHANGE REQUEST SCHEDULE

**First 3 weeks of the month:**

Channels may submit change requests to the development team. All requests must be received by COB, the 3<sup>rd</sup> Friday of the month.

*Note: There is a limit of 10 change requests per channel per month.*

**4<sup>th</sup> week:**

Development team reviews changes.

**5<sup>th</sup> week:**

Changes are made and submitted to the VDC

Change requests will be continually accepted. Those that miss the current cycle's window will be held for the next



**CHANGE REQUEST FORM INSTRUCTIONS**

<b>Assigned Change Number:</b>	Change Log number <i>(assigned by the Change Control Team.)</i>
<b>Submission Date:</b>	The date the request is submitted to the Change Control Team
<b>Requestor:</b>	Person who is submitting the Change Request.
<b>Channel:</b>	Students or Financial Partners
<b>Ext:</b>	Requestor's work extension.
<b>Short Desc. of Change:</b>	One line description of Change
<b>Priority Level:</b>	Circle the Priority of the Request. <b>Non-critical</b> <i>(i.e. – a grammar or spelling error needs to be changed, content has been rewritten)</i> <b>Critical</b> <i>(i.e. – a content change that needs to be made ASAP – a new law takes effect, interest rates are changed, etc.)</i>
<b>Page to be Updated:</b>	Provide the name of the page to be updated. <i>(i.e. – Preparing Main Page; Loan and Grant Resources page)</i>
<b>New Content?</b>	<b>X</b> this line if this is new content for a page
<b>Update to Existing Content?</b>	<b>X</b> this line if the change is a revision of existing page content.
<b>Description of Change:</b>	Provide a detailed description of tasks to complete/implement the Change. <i>(i.e. – if you are adding a new paragraph, provide the text of this paragraph as well as the location it should take on the page. If updating existing paragraphs, provide the current content as well as the updates that need to be made)</i>
<b>Complexity:</b>	Estimate (in hours) by Dev. Team as to amount of time needed to make change.
<b>Status Override:</b>	Dev. Team reserves the right to override 'critical' status if they see fit.
<b>Approved by:</b>	Signature of Team representative.
<b>Date:</b>	Date of Team approval.
<b>Submitted to the</b>	
<b>VDC Date:</b>	Date submitted to the
<b>Completed by:</b>	Assignee's signature upon Change implementation.
<b>Date:</b>	Date of completion.