



**Agenda and Report
SLC Change Control Process Review**

Date: January 9, 2003

Part I - SLC Rational ClearQuest Tool - used to manage Change Requests to the SLC.

Attendees: Lana Gourdine (FSA SLC Project Manager)
 Jay Niemczyk (Rational ClearQuest Developer)
 Chris Debernard (Integration Partner)
 Robert Morse (Integration Partner)

Objective:
 Gather and evaluate requirements for enhancements to the SLC Tool. The Rational ClearQuest Developer will estimate the Level of Effort needed for each enhancement requirement identified for potential implementation as well as a projected date of implementation.

Results of Enhancement Requirements Gathering and Evaluation for SLC Rational ClearQuest Tool Implementation

No.	Date	Requirement Description	Action/Resolution	Status	LOE (Hours)	Est. Date of Implementation
	1/9/03	Create a new report – ‘SLC CCPR Current Status’.	Report will be created.	Open	2	1/15
	1/9/03	Add email rules for Submit, Close, and Scheduled for Review to notify the PRT group and the requestor.	Email rules will be created.	Open	4-8 hours	1/17
	1/9/03	User training on how to setup a query to run automatically on login and how to develop queries and reports.	User training class will be held.	Open	4 hours	TBD



SLC Change Control Process Review Agenda & Report

Part II - SLC Change Control Process Review

Attendees:

Lana Gourdine (FSA SLC Project Manager)
 Robert Morse (Integration Partner)

Objective:

Review of the potential revisions to the SLC Change Control Process to align it with the SLC Change Control Process Lead Role and Responsibilities document as well as the SLC Rational ClearQuest Tool updates.

Result:

The revisions to the Process were reviewed, modified and updated as shown in the Change Log Summary below:

SLC Change Control Process Changes

Change #	Page/Section	Description or text of change
1.	1/Title Page	Make logos and format conform to SLC Process Guide V2.0
2.	Global	Change "SFA" to "FSA"
3.	2	Add table of contents
4.	2	Make headers and footers conform to SLC Process Guide V2.0
5.	3/Introduction	Change "User Request" to "Change Request"
6.	3/Introduction	Ensure steps described match description in process flow boxes (page 4)
7.	4/ Process Workflow	Change title from "Change Control Process for the SLC" to "SLC Change Control Process Workflow"
8.	4/Process Workflow	Change "Change Request" to "Submit Change Request" in box 1
9.	5/ Process Workflow Description	Change "Process Workflow Description" to "SLC Change Control Process Workflow Description"
10.	5-7/ Process Workflow Description	Change "FSA Technical Content Advisor" to "SLC Change Control Process Lead"
11.	5-7/ Process Workflow Description	Change "SLC PRT Chairperson" to "SLC PRT Chairperson/Designee"
12.	5-7/ Process Workflow Description	Change "ClearQuest" to "SLC ClearQuest Tool"
13.	8/Appendix A	Add Template for Review of SLC Change Requests as Appendix A as an embedded file
14.	9/Appendix B	Add Configuration Item Index Template for SLC Documentation as Appendix B as an embedded file
15.	10/Appendix C	Add Change Log Template for SLC Documentation as Appendix C, as an embedded file
16.	Global	Check spelling for typos
17.	5-6/Step 3 & Step 7/Process Workflow Description	Change "SLC PRT Chairperson" to "SLC Change Control Process Lead/Designee"
18.	6/ Step 7/ Process Workflow Description	Change" FSA Project Manager and the Executive Sponsor" to "SLC PRT Chairperson and Project Manager"