

**Change Control Request**

Forward completed forms to:  
[SDLCPRT@ed.gov](mailto:SDLCPRT@ed.gov)

|   |   |  |                                   |
|---|---|--|-----------------------------------|
| Change Control Request#:  | <b>(To be filled by SDLC PRT)</b>   | Change Control Request Cross Reference#: | <b>(To be filled by SDLC PRT)</b> |
| Requestor Name:   | Enterprise Configuration Management Implementation Team<br>Ron Langkamp   | Date Prepared:                           | September 6, 2002                 |
| Project Team (Organization):  | Modernization Partner   | Phone Number:                            | 202-962-0752                      |
| Request Type:   | <input checked="" type="checkbox"/> Initial Request<br><input type="checkbox"/> Appeal Request  |  |                                   |
| Phase of the SDLC Affected (Check all that apply):                                | <input type="checkbox"/> Vision (1)<br><input type="checkbox"/> Definition (2)<br><input type="checkbox"/> Construction (3)<br><input type="checkbox"/> Deployment (4)<br><input type="checkbox"/> Support (5)<br><input checked="" type="checkbox"/> All   |  |                                   |
| Component Name:   | Enterprise Change Management (ECM) Process Guide  |  |                                   |
| Enhancement/ Issue to be Addressed.<br>Action Steps:                              | The ECM Process Guide needs to be integrated with the SLC Process Guide.  |  |                                   |
| Why Change is Needed and Impact.<br>(Please attach all Supporting Documentation): | The ECM Process Guide and its supporting documentation facilitate the understanding, planning and performing of the management of Change Requests at FSA. Supporting documentation includes work products pertaining to the ECM Process and Tool. The ECM Tool contains the "Data of Record" for Change Requests (CRs) submitted to the Data Center and that affect applications in development and production. A list of supporting documentation is attached. |  |                                   |

|   |  |
|---|--|
| Requestor<br>Priority<br>Performance:   | <input checked="" type="checkbox"/> High Impact<br><input type="checkbox"/> Medium Impact<br><input type="checkbox"/> Low Impact   |
| <b>Change Control Request<br/>(Continued)</b>                                     |  |
| Forward completed forms to:<br><a href="mailto:SDLCPRT@ed.gov">SDLCPRT@ed.gov</a> |  |
| PRT Assessment:   | <input type="checkbox"/> High Impact<br><input type="checkbox"/> Medium Impact<br><input type="checkbox"/> Low Impact<br><b>(To be filled by SDLC PRT)</b>   |
| Category:   | <input type="checkbox"/> Enhancement<br><input type="checkbox"/> Modification<br><input type="checkbox"/> New Step/Methodology<br><input type="checkbox"/> Deletion<br><b>(To be filled by SDLC PRT)</b>   |
| Current Status:   | <input type="checkbox"/> Open<br><input type="checkbox"/> Reviewed<br><input type="checkbox"/> Pilot<br><input type="checkbox"/> Pending (additional information requested)<br><input type="checkbox"/> Assignment<br><input type="checkbox"/> Completed<br><input type="checkbox"/> Closed<br><b>(To be filled by SDLC PRT)</b> |
| Action:   | <input type="checkbox"/> Denied<br><input type="checkbox"/> Approved (Ready for Release)<br><b>(To be filled by SDLC PRT)</b>  |
| Comments/<br>Questions:   | <b>(To be filled by SDLC PRT)</b>  |
| Assignment:   | <b>(To be filled by SDLC PRT)</b>  |
| Date Closed:  | <b>(To be filled by SDLC PRT)</b>  |
| Date<br>Implemented:  | <b>(To be filled by SDLC PRT)</b>  |
| Release Version:  | <b>(To be filled by SDLC PRT)</b>  |

**ECM Process Guide Supporting Documentation List**

| <b>Document Name</b>   | <b>Document Description</b>   |
|--|---|
| <b>FSA Infrastructure Change Management Process Guide</b>                  | Step by step description of process CRs undergo from creation to the Data Center (e.g. VDC) through resolution; this process is tracked by the ECM Tool   |
| <b>Business Technology Alignment (BTA) Change Management Process Guide</b> | The Business—Technology Alignment (BTA) Architecture Change Management Process describes the steps involved in managing the incorporation into the Enterprise architecture standards of a proposed non-standard technology received from Project Teams. |
| <b>Enterprise Change Management (ECM) Tool User Guide</b>                  | Detailed instruction manual on use of the automated Enterprise Change Management (ECM) Tool   |
| <b>Enterprise Change Control Group (CCG) Escalation Process Guide</b>      | The Enterprise CCG Escalation Process supports the FSA Infrastructure Change Management Process and resolves Change Requests (CRs) that are not resolved among the affected applications and the Data Center.   |
| <b>ECM Tool Orientation-Rollout Briefing</b>                               | Awareness presentation of how the ECM Tool is used by project resources   |
| <b>Enterprise Repository Process Guide</b>                                 | Process for posting Production Readiness Review (PRR) documentation to the FSA Enterprise Repository (Asset Library)  |
| <b>Impact Analysis Worksheet</b>   | Job aide used by Modernization Partner application teams and Data Center resources to evaluate potential impacts of CRs on other affected parties   |

**Summary of Needed Updates to the FSA Solution Life Cycle Process Guide (Release 2.0) re: Enterprise Change Management (ECM) Process Guide (embedded file)**



"Summary of Needed ECM Updates to SLC"