Example Software Modification Forms

1. OVERVIEW

SOFTWARE NAME: _____ SOFTWARE # _____

{1.1} Type of code: ___ New ___ Replacement ___ Upgrade

{1.2} Component Development Team:

Task Manager. _____ Document Manager _____

Subject Matter Expert _____ Custodian _____

Application Expert_____ Technical Reviewer_____

Code Developers _____ _____ _____

{1.3} Description of Code
Scope _____

_____

{1.4} Deliverables Due Date

___ Requirements Package _____

___ Development Package _____

___ Baseline Software Development _____

___ User Guidance _____

___ Software Test Package _____

___ Other: _____ _____

___ FINAL REVIEW _____

Project Manager Approval:_____ Date _____

Software Development Package

2. CODE REQUIREMENTS

      ___ {2.1} Requirements package attached.

      ___ {2.2} Draft Formulations have been reviewed <u>internally</u> by the following individuals. Attach any formal comments and note sections requiring additional review.

Sections Requiring
Print Name Signature Date Approved Ad. Review

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

      ___ {2.3} Draft Formulations have been reviewed <u>externally</u> by the following individuals. Attach any formal comments and note sections requiring additional review.

Sections Requiring
Print Name Signature Date Approved Ad. Review

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

Subject Matter Expert: _____ Date: _____

3. CODE DESIGN AND DEVELOPMENT

___ {3.1} Baseline hard copy of source code listing and Development package attached.
___ {3.2} Diskette (labeled with activity number, component name, version, component developer name, and date) enclosed.

___ {3.2a} Source Code
___ {3.2b} Executable

___ {3.2c} "Readme" files with any special instructions

___ {3.3} Computer programming language used:_____.

Additional languages used:_____.

Custodian: _____ Date: _____

4. CODE TESTING

___ {4.1} Software Test Package attached.

Application Expert: _____ Date: _____

Software Development Package

5. USERS GUIDANCE

___ {5.1} Software User Guidance attached.

___ {5.2} User Documentation has been reviewed by the following. Attach any formal comments.

Sections Requiring
Print Name Signature Date Approved Ad. Review

_____ _____ _____ _____ _____

Document Writer: _____ Date: _____

6. BACKUPS

___ {6.1} Backup made to disk and stored in another location.

Location: _____

_____

_____

Date: _____

___ {6.2} Backup made to a network fixed disk located in separate building.

Location: _____

_____

_____

Date: _____

___ {6.3} Hard copy of source code stored in another location.

Location: _____

_____

_____

Date: _____

Custodian: _____ Date: _____

Software Change Request

Project Version _____

System (Indicate) System Framework: _____

Module: _____

Other: _____

Unknown: _____

Change Submitted By: Date: _____

Organization: Phone: _____

Requested Completion Date: Fax: _____

Nature of Request: " Problem " Enhancement
" Error " Mistake " Change
Enhancement(s) or Problem(s) Reported

Priority: " Critical " Important " Routine
List of Attached Problem Documentation

" Input file that demonstrates problem
" Error Message
" Output file annotated to demonstrate problem
" Other
Route To:

Date: Project Custodian: _____

Date: Subject Matter Expert: _____

Date: Framework or Module Custodian: _____

Date: Application Expert: _____

Software Change Attachment

Project _____ Version _____

System (Indicate) System Framework: _____

Module: _____

Other: _____

Unknown: _____

EVALUATION OF PROBLEM/ENHANCEMENT

Date Received: _____

Evaluated by: Date:

[ ] Approved [ ] Disapproved

Subject Matter Expert:_____ Date:_____

CHANGES MADE

Date Received: _____

Software Custodian:_____ Date:

BASELINE TEST RUN

Date Received: _____

Application Expert: Date:

_____ Version before change _____ Version after change

_____ **UPDATE OF USER INTERFACE REQUIRED**

Software Change Request Summary

Project Version _____

System (Indicate) System Framework: _____

Module: _____

Other: _____

Unknown: _____

Change Requested/Submitted by:

Date Submitted: Requested Completion Date: _____

Nature of Request: Problem Enhancement

Summary of Enhancement(s) and/or Problem(s)

Attached Documentation

"Software Change Request
" Input File that demonstrates problem
" Error message
" Output file annotated to demonstrate problem
" Software Change Attachment
" Output file annotated to demonstrate correction
" Listing prior to changes
" Listing after changes
" Sample problem output
Notification of Subject Matter Experts, Custodian, and Application Expert

Disks Updated

" Version after change
" Version prior to change
" Distribution package
" Source Code Configuration Control
" Master file list updated
Creation Date of ".EXE" Files:

Document Custodian: Date: