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| **CCB CBS Change Request** |
| Type of Request: | Enhancement |  |  | CBS Bug Fix |  |  |
| (New functionality/New Report) | (Not working as designed) |
| Referencing Heat Ticket Number and Description: |   |
| Request Description: |  |
| Answer the following questions for proposed request: |
| 1. What is the basis for the change request (i.e., internal/external Audit, New Policy/Treasury/DOC/OMB Initiative, CFS Screen functionality, etc)?
* Expand current functionality?
* Create a new functionality?
* New Reporting?
* New Query request?
* Will this change impact other users?
* Who will use this new Report and/or Query?
* What are the Requirements of this new request?
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| 2. Is there an existing Golden/Toad query, Discoverer report, and/or Navigator report that currently exists that can be used to add upon to meet the new requirement? |  |
| 3. What is the desired application to use for thenew requirement, (i.e., NDW, Discoverer, Golden, one off SQL query, CFS Quick Report, etc.)?(*Special Note: Development Team Lead recommends the most suitable application*) |  |
| 4. If there is an existing report/query: |
| a. What is it and where can it be found, i.e. Golden/Toad, Discoverer, and Navigator? |  |
| b. What account is the workbook/worksheet stored under? |  |
| c. What is the exact name of the workbook/worksheet? |  |
| d. Is it a standard Golden/Toad query? |  |
| e. What report/query parameters are being used? |  |
| f. What additional field(s) are needed and where should the additional fields be placed? |  |

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| g. What source fields should be used? |  |
| h. Do the results need to be sorted a specific way? |  |
| i. Do the results need to tie to any existing report? |  |
| 5. What are the Division's resource availability to assist in gathering requirements and testing the proposed change? The Division is responsible for documenting their specific detailed requirements and expected results. |  |
| 6. What is the due date of the proposed changed? |  |
| 7. Is this a one-time request or a new recurring/annual requirement? |  |

Requestor Signature:

Supervisor Signature:

Branch Chief Approval (signature required):

**CCB Form Submission Options and Instructions**

Submission Options:

1. If the requester already knows that their request meets the requirements under the CCB process, then they may follow the General Instructions as written below.
2. If the user is unsure whether their request meets the requirements under the CCB process, then:
	1. The requester should submit a normal Heat Ticket through Client Services that will be assigned to the appropriate FSD team for analysis (this is current business practice).
	2. If the request meets the requirements to proceed through the CCB process, then FSD will inform the requester that they need to provide the completed CCB Form within **5** business days. The requester may then follow the General Instructions as written below.

**Please Note:** If the requester does not provide the completed CCB form within 5 business days, the Heat Ticket will be closed and the requester will be informed.

General Instructions:

1. Requester must fill out the CCB form to the best of their ability.
2. The requestor’s Supervisor and Branch Chief must approve and sign off on the Request.
3. Once approved, the requester must submit a Heat Ticket through Client Services and attach the completed signed form within **5** Business days.
4. Client Services will assign the ticket to the appropriate FSD team for analysis, (this is current business practice).
5. The FSD team will analyze the request and determine one of the following:
	1. Can the issue be easily resolved without additional code intervention?
	2. If the change request is a data update, then the FSD team will submit a Request for Development Heat Ticket (this is current business practice).

If it is determined that the change request is needed, the FSD team will assign ‘Waiting CCB Review’ in the Heat Ticket Status field. This ticket will then be reviewed and prioritized by the CCB Board at the following scheduled monthly meeting.