

PARS II Change Request (CR) Form

Originator's Name: _____ Date: _____
Title: _____ Phone #: _____
Email: _____ Office/Symbol: _____

CHANGE TYPE: Defect: _____ New Requirement: _____

PRIORITY:

- 1 = Prevents the accomplishment of an essential PARS-II capability
- 2 = Adversely affects the accomplishment of an essential PARS-II capability, and no work-around solution is known
- 3 = Adversely affects the accomplishment of an essential PARS-II capability, but a work-around solution is known
- 4 = Results in User / Operator inconvenience or annoyance, but does not affect an essential PARS-II capability
- 5 = Any other effect

PROBLEM/CHANGE DESCRIPTION:

1) Detailed description of problem/need. (If possible, provide project #(s) you are working with).

2) Where in system defect is seen or where new functionality is required (i.e., which screen, which report). Screenshots (as separate attachments) are helpful.

3) Proposed solution. (Describe how you believe fixed/improved system function would work.)

1. Save this file to your workstation.
2. Open the file you have saved in Adobe Acrobat Reader (V9.0 or above).
3. If you see a yellow Javascript bar, click on the "options" dropdown on the right, and then one of the "Enable Javascript" selections.
4. Fill out the form (note - all fields are required and have length limitations as indicated).
5. Save the form using "Save As" and give it unique name.
6. Email the completed form to PARSIIISupportOECM@hq.doe.gov with associated attachments, if any .