

INSTRUCTIONS FOR COMPLETING THE SOFTWARE CHANGE CONTROL LOG

This change control log form is included as a suggested format for recording and maintaining software change request data, including changes to documentation. A Detailed Status Information form is available to record supplementary details. The log and software change requests should be maintained in the Systems Project Notebook.

FIELD

DEFINITION

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|------------------------|--|
| Page #: | Enter the appropriate page number of the log sheet. |
| Log Date: | Enter the date control log was started. |
| System Name: | Enter the name and acronym of the system to be managed. |
| SCR #: | Enter the unique sequential number assigned to each request on the SCR form. |
| Reqmnt #: | Enter the number of the requirement to be changed (if known) on the SCR form. |
| Date Submitted: | Enter the date the SCR was submitted to DOE or Contractor. |
| Priority: | Enter the priority from the SCR form using the first character of the priority; e.g., E = Emergency , U = Urgent , and R = Routine . |
| Approval: | This area is for recording SCR approval information obtained from the SCR form. Change Approved: Enter the date the SCR was approved. Change Not Approved: Enter the date the SCR was disapproved. Hold (Future Enhancement): Enter the date the SCR was placed on "Hold." |
| Status: | This area is for recording basic information about the status of a SCR. Technical Evaluation Phase: Enter the date the technical evaluation of the SCR commenced. Change In-Progress: Enter the date work began on the SCR. Usually, the areas "Technical Evaluation Phase" (if applicable) and "Change Approved" should be entered prior to posting the "Change In-Progress" date. Work on most SCRs should not be initiated without a technical evaluation and formal approval in the SCR. Canceled: Enter the date the SCR was canceled. Target Date: Enter the <u>estimated</u> date that the SCR will be completed and ready for release/implementation. Date Complete: Enter the <u>actual</u> date the SCR was implemented. |

Software Change Control Log - Detail Status Information

Page #: _____

Log Date: ____/____/____

| | |
|--------|--------------|
| SCR #: | System Name: |
| | |

SCC-DS Log V1.0 (8/8/99)

Note: Use this form in conjunction with the SCR Log form to record supplementary details about a given software change request. Include the appropriate Page # and SCR # from the SCR Log form to maintain a cross-reference between logs. Keep all logs with the SCR in the System Project Notebook.