**UniQuE**

**Change Control Note**

***(Engagement Name and Id)***

***(Client)***

**Document History**

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Author | Changes |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Review And Approval**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company | Role | Name | Date | Signature |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Distribution**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company | Name | Number | Media | Action |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Storage**

|  |  |  |
| --- | --- | --- |
| Location | Access | Administrator |
|  |  |  |
|  |  |  |

Company Confidential - Copyright © 2017 Capgemini - All rights reserved

Template Version Number: Group Reference v1.0

**Table Of Contents**

[1. Introduction 4](#_Toc469310283)

[2. Change Requests 5](#_Toc469310284)

[3. Proposed Change 7](#_Toc469310285)

[4. Change Order 9](#_Toc469310286)

# Introduction

|  |  |  |
| --- | --- | --- |
| 0.1 Agreement status with date stamp | **Status** | **Date** |
| 1. Change Requests |  |
| 2. Proposed Change |  |
| 3. Change Order |  |
| 0.2 Customer Order Number | Prefix (order number) + serial number |
| 0.3 Vendor Reference (Order Number) |  |
| 0.3b Reference to other CR / CO included in the same change. |  |
| 0.4 The agreement number / name |  |
| 0.5 Change / order name | HP Delays |
| 0.6 Customer system number (if applicable, System If no number is assigned must be stated that) |  |
| 0.7 Customer project number |  |
| 0.8 Vendor's project number |  |  |
| 0.9 Customer contacts | *Sven Langerak* | *Øivind Fjeldstad* |
| 0.10 Vendor contacts | *Commercial person / entity* | *Operative Contact / unit* |

# Change Requests

(To be filled out by the change requestor)

|  |  |  |
| --- | --- | --- |
| 0.11 Coordinator of the change when several CR / CO part of the same change |  |  |

|  |  |
| --- | --- |
| * 1. Project Name
 |  |
| 1.2 Project Number |  |
| 1.3 Project Manager |  |
| 1.4 IT Project sponsor |   |
| 1.5 Submitted by |  |
| 1.6 Submitted date |  |
|   |   |
| 1.7 Title with short description |  |
| 1.8 Description of the Change with an outlined solution |  |
|   |   |
| 1.9 Description of the work that must be done as a result of the Change |  |
| 1.10 Classification of the change (incl. priority and impact) |  |
| 1.11 The effect on the Applications and their interface |   |
| 1.12 The effect on the technical platform |   |
| 1.13 The effect on other Applications and systems  |   |
| 1.14 Changes in access rights due to the Change |   |
| 1.15 The scope of test / regression test |   |
| 1.16 The effect on the Service Levels for the specific Services |   |
| 1.17 The effect on reporting |   |
| 1.18 Price estimate |  |
| 1.19 Risk analysis and an impact study for relevant risk areas.  |  |
| 1.20 Time schedule including release date  |   |
| 1.21 A description of other relevant conditions |   |
| 1.22 Reference to other Change Proposals required to implement the Change, and to which vendor is responsible for coordinating the different vendors involved in the Change (the Prime Vendor) | *Applicable only in case of multi sourced engagements.*  |

# Proposed Change

(To be filled out by the vendor for the change requests initiated by the customer)

|  |  |
| --- | --- |
| 1.23 Proposed solution |  |
|   |   |
| 1.24 To be filled out by the project manager  |
|   |   |
| Received date |   |
| Decision date |   |
| Decision with justification |
|   |
| Approved date |   |
| Approved by & signature |   |

|  |  |
| --- | --- |
| 2.1 Understanding of the task |  |
| 2.2 Description of what is the proposed solution |  |
| 2.3 Description of the work required as a result of the change |  |
| 2.4 Describe the impact of applications and their interfaces |  |
| 2.4.1 Describe the consequences to the agreement |  |
| 2.5 Describe the effect on the technical platform and licenses |  |
| 2.6 Transition consequences (Overall Program Level) |  |
| 2.7 Describe the effect on the organization |  |
| 2.8 Describe the effect on the performance level of current services |  |
| 2.9 Describe the effect on reporting (steady state) |  |
| 2.10 Describe the risks, potential impacts and proposed measures |  |
| 2.11 Describe the required degree of testing including assumptions, consequences and contribution from customer / other vendors |  |
| 2.12 Describe the impact/consequence of work, scope or cost with respect to other vendors and third parties |  |
| 2.13 Requirements for participation and deliverables from the customer or other parties |  |
| 2.14 Other dependencies |  |
| 2.15 Time Schedule |  |  |
|  |  |
|  |  |
| 2.16 Resource Extraction (Hours per phase / delivery / period and total) |  |
| 2.17 Price |  |
|  |
| 2.17A The effect on prices as per the contract |  |
| 2.17B Changes in license price |  |
| 2.18 Expiry date of proposed implementation plan (Response deadline is conditional for production setting by the specified date) |  |
| 2.19 Appendix |  |
| 2.20 Are alternative solutions considered? |  |
| 2.21 Vendor responsible  |  |

# Change Order

|  |  |
| --- | --- |
| 3.1 Choice of solution when the vendor has offered several options |  |
| 3.2 The agreed timetable for implementation |  |
| 3.3 The agreed price |  |
| 3.4 Customer number, unit number, account name (number), and agreed distribution where relevant | Customer Number / Unit Number | Account Name (Number) | Distribution Key |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 3.5 Enter the agreement documents affected by the change, according to paragraph 2.4.1 |  |
| 3.6 Changes to the change order |  |
| 3.7 The Contracting Parties |
| 3.7.1 Customer (invoice recipient) | 3.7.2 Vendor |
|  |  |
| 3.8 Customer's Signature (Authorized orderer)  | Date: |
| ………………………………………………………………….. |
| 3.9 Vendor's signature | Date: |
| ………………………………………………………………… |