# USOE DATABASE CHANGE REQUEST FORM FOR COMPUTER SERVICES

(CR-2 Jan 2007)

**Section 1: Change Request Information - To be completed by Requester except shaded areas, see DETAILED INSTRUCTIONS BELOW. All requests should be e-mailed by a Director/Coordinator to dwhite@schools.utah.gov**

| | |
|---|---|
| **Originator /** <br> **(Title)** | **CR Type:**  ☐ **Change to Existing Database** <br> ☐ **New Database** |
| **Director/Coordinator** | |
| **Database Name(s)** | |
| **OWNER/SPONSOR** | **CR No:** |
| **Server Name(s)** | **CR Log Date:** |
| | **CR Completion Date:** |
| **Desired Completion Date** | |

**Section 2 - Details**

| Add / Change / Delete | Table Name | Column Name | Datatype | Primary Key (Y/N) | Desc. | Stored Proc. | View | Null / Not Null |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

**Section 3 Overall Impact:**

| **Business Assessment/Need:** | (Briefly describe the anticipated benefits, and document any changes to the workflow/operational procedures which might result from this change. List any reports effected that it will be used for.) |
|---|---|

*Completed by:*                                                                    *Date:*

| | |
|---|---|
| **Section 3A– CS Management Approval:** | **Phone:**          **Date:** |
| **Section 3B– Data Steward Approval:** | **Phone:**          **Date:** |
| **Section 3C– Data Warehouse Group Approval:** | **Phone:**          **Date:** |

| | Completed | Date Completed |
|---|---|---|
| **Section 4 – Update of Data Dictionary** (Computer Services will update with text supplied by Requestor/Data Steward) | | |
| • Communication to impacted parties | ☐ | |
| • Objects updated | ☐ | |
| • Data Dictionary Document | ☐ | |
| **Section 5 – Update of Business Rules** (Computer Services will update with text supplied by Sponsor) | **Completed** | **Date Completed** |
| • Communication to impacted parties | ☐ | |
| • Objects updated | ☐ | |
| • Business Rules Document updated | ☐ | |
| **Section 6 – Closure** | **Completed** | **Date Completed** |
| • Communication to impacted parties | ☐ | |
| • Objects updated | ☐ | |
| • Project Plan updated | ☐ | |
| • Originator's Final Sign-off | ☐ | |

# Instructions

*Statement of Intent – This Database Change Request will apply to <u>all</u> USOE DBMS.*

*All Database Change Requests should be completed in MS Word and emailed. <u>No</u> hardcopies will be accepted!*

- Originator fills in Section 1 (excluding the CR number assignment, Logged Date and Completion Date) Specify if CR is for an existing database (including IT infrastructure) OR new database.

- In Section 2 specify the parts of the database that need to be changed or added e.g. Table Name, Column Name, Datatype (Varchar, Char, Numeric, DateTime, etc. Part of the Primary Key or Index, Description, Stored Procedure, View, Null/Not Null. Provide attachments if additional explanation is needed.
- Detail the Business Assessment/Need in Section 3.
- Obtain Computer Services Management Approval, Data Steward Approval, and Data Warehouse Group Approval (This may require 18-24 months Lead Time for the Districts to comply.)

- PMO (Project Management Officer) assigns the next available Change Request Number. Project Management completes Section 4, 5, 6.