

Change Control Form Instructions (Form Number NP 19-1-9)

This form is for proposal and approval of changes to production baseline software, changes to software documentation, and/or changes to system software and hardware. Changes to system software and hardware applies to systems which are used by more than one person for running production baseline software.

General Instructions

For each entry listed, additional pages may be attached as needed.

1. Software Name: Enter the name of the software.
2. Software Version Identifier: On (a) enter the current software version identifier as listed on the Software Baseline Inventory List. On (b) enter the proposed version identifier.
3. Software Classification: On (a) enter the current classification (i.e., acquired, developed) and on (b) enter the proposed classification.
4. ERMS # assigned to Change Control Form.
5. Hardware/Software Platform: Enter the hardware platform on which the software currently resides and any applicable system software (required for the execution and use of the production baseline software).
6. Type of change: Select a box from this line to indicate whether changes are major or minor.
7. List the software problem report (SPR) number(s) if this change is to resolve any outstanding SPR(s).
8. List outstanding SPR number(s) not being addressed by this change and a rationale for not resolving them):
9. Proposed Changes: Use this section to describe the proposed changes to the code and the changes each document will be undergoing. For each document, list the current document version number (as it appears on the Baseline Inventory List) and (if applicable) the new document version number.
10. System Software/Hardware Change Section
Describe proposed changes to system software and/or hardware.
11. Code Team/Sponsor Signature.
Code Team/Sponsor signs for changes to baseline software.
12. Technical Reviewer Signature. Indicates concurrence with impact to baseline documentation.
13. QA Reviewer Signature. After signing form, QA Reviewer forwards to Responsible Manager.
14. Responsible Manager Signature. After signing form, RM forwards to SCM Coordinator.
15. SCM Coordinator Signature. SCM Coordinator signs change control form or returns it to code sponsor for proper completion. After SCM coordinator signature, forward Change Control Form to the SNL WIPP Records Center.