بسمه تعالي

**فرم درخواست تغييرات**

|  |  |  |
| --- | --- | --- |
| شماره: | ............................................. | مشخصات درخواست دهنده: |
| تاريخ: | ............................................ | نام و نام‌خانوادگي: | ................................................................................ |
| تاثير درخواست: | 🞏كم 🞏متوسط 🞏زياد | سمت در پروژه: | ................................................................................ |
| ضرورت درخواست: | 🞏كم 🞏متوسط 🞏زياد | محل خدمت: | ................................................................................ |
| نوع درخواست: | 🞏رفع خطا | شماره تلفن: | ................................................................................ |
| 🞏درخواست جديد | آدرس eMail:  | ................................................................................ |
| نام ماژول(فرم/گزارش): ........................................................................................................................................................................................................... |
| شرح مسئله:........................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................ |
| دليل نياز به تغييرات:........................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................ |
| راهكار(هاي) پيشنهادي حل مسئله:........................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................ |
| روش آزمون و پذيرش محصول:........................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................ |
| تاثيرات تغيير روي ساير ماژولها:........................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................ |

**فرايند مديريت درخواست تغييرات**



توضيحات:

* كميته CAB يا change advisory board كميته‌اي است متشكل از مدير طراحي، مدير پروژه از سمت كارفرما و مجري و ساير ذينفعان پروژه به تشخيص هريك از اعضاء سه گانه.