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This Website Change request (**PLSL/ITC_F_06_00 [Part-A]**) is to be provided by user in a structured form as in this format. The Change Request means to increase, decrease or modify any part of PLSL's web presence and other future IT managed websites. It is a formal, written request that occurs after the respective sites are live and/or hosted.

The ability to control change is vital for any project to succeed. Without a change control process, the manager's ability to control scope, schedule, cost and quality is greatly diminished.

Why a Change Request needed?

The change request form is arguably the most important document in the change control process. It provides a single window for requesting a change. Once the change is requested, it gets documented as either approved, deferred, or disapproved. If approved, the IT team manages the change and the change gets implemented.

This change request form captures a description of the change, the reason for it, sections for impact analysis and a place to record the decision regarding the request. Lastly, this form captures the signature of the person who approved the changed.

Who Creates the Change Request?

A change request can be created by all users who are directly or indirectly connected to the enterprise's web presence, the client, or any other stakeholder.

What Are the Inputs?

For filling the form the needed inputs are described along that section itself in the form to keep it simple and understandable.

How Is It Used?

The website change request is used to formally request the change. It can include a request for corrective action, preventative action and defect repair. Once complete, it becomes submitted for approval or rejection. Like all other work activities, approved change requests become planned, executed, monitored and controlled and closed

How to manage exceptions?

In case of urgent changes communicated, other than using the Change request log (**PLSL/ITC_F_06_00 [Part-A]**) is still to be executed and a backward documentation to be done and recorded as Non-Conformance. The reason is plain and simple that work must be completed. This in case becomes a regular practice need to be brought to the notice of the seniors – for corrective and preventive actions as stated in the Corrective and Preventative Actions Procedure (**PLSL/ITC_P_05_00**).

What Is a Change Request Log?

Change request log (**PLSL/ITC_F_07_00**) is a document that's used to record all change requests that are received during the life of a website. As each change request is received, it becomes logged before it is sized and sent for approval, deferment, or rejection.

Besides providing a place to track every change request received, the change request log is useful for tracing the request from, at a single glance, he or she can see the status of each request.

In case of any requirement being a show stopper, will automatically become the 'TOP PROIRITY' Task for the project team.

WEBSITE CHANGE REQUEST FORM (PART-A)   [PLSL/ITC_F_06_00]

Requester's Name		WCR Number	
Designation		Request Date	10-07-2019
Domain Name	Select Which ones to be affected :	Required Date	10-07-2019

☑ www.prismile.com	☐ Facebook	☐ Facebook	☐	
☑ www.jaywin.com	☑ Linkedin	☑ Web-App (PeoplesPerson)	☐	
☑ www.ttss.com	☑ Instagram	☑ CPEP (Product Page)	☐	

Is this for a new page or edits to an existing page?

- ⊙ Add a complete New Page
- ⊙ Edit existing page
- ⊙ Remove an existing page

Rationale behind/for this change request: [Justify the Reason for change – this will be the basis of approval]:

☐ Appeal (Visual Aesthetic)

☐ Correction (grammar, quality, etc.)

☐ Update (information, structure, etc.)

Other

Describe the Requested Change in your words (additional, non-mandatory)

What special features are you looking for out of your page?

Decision (This section needs to be hand written)

☐ Approved	☐ Rejected
☐ Approved with modifications	☐ Deferred

Rationalizations for the decision other than 'Approved'

_____

Approver's Name

_____

Date

_____

Signature

WEBSITE CHANGE REQUEST FORM (PART-B)

Requester's Name		WCR Number	

To be Filled By IT Department (This section needs to be hand written)

☐ Received 'ALL' Relevant Attachments   ☐ All attachments are Approved and is ready to go.

☐ Approved with modifications   ☐ Deferred

Delivery Commitment

☐ Possible with-in Time lines   ☐ Not Possible in the given Time Lines

Justify Why not possible

Additional Comments

_____   _____

Name   Date

                                                                    _____

                                                                                             Signature

Running Status of EACH Stage :

Enter the Dates of Following Stages as and when the stage comes :

	A. Started		B. Completed
	C. Approved		D. Delivered

Save your Comments here for all the stages

Request Date		Required Date		Delivery Date	

WEB CHANGE REQUEST LOG (To be maintained by IT)

Project Name	Prism Life Science Ltd (Presence over Internet)	Date	
Project ID	prismile.com/	Document Number	

WCR #	Request Date	Delivered Date	Requester	Add/ Edit/ Delete	Approved	Mode of Change Request	Content provided as (Please put the desired text or explain changes here) :	Staus	Remark
1	14-Nov	14-Nov	Neeta	Delete	*****	on mail	1. Please take down the slider page of Karnataka Cuticon from the website	Done	Approval process to be set
2	14-Nov	?	Neeta	?		on mail	2. On the slider page incorporate the photographs which will be provided by Rahul shortly. These photographs should be linked like the one we have done for Dermacon Photographs.		

User can have additional columns added as per their convenience and for increased efficiency, however these above columns must be there.