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2.02.12 Change Request

Change management is the organization, administration and processing of change requests during the course of a project. The Project Change screen allows you to define change requests for the project. The user can store, evaluate and qualify changes here.

The mask contains the following elements:

General Data



- **Basic Information:**
 - **Number:** This alphanumeric field uniquely identifies the project change in the system.
 - **Status:** Here the user enters the status of the project change. In the standard system, the statuses are Rejected, Entered, Approved and Open. The status can be defined and changed in the collections (CRStatusSC).
 - **Description:** This field describes the project change.
 - **Created by:** This field indicates the person who enters the project change.
 - **Date of Creation:** This field indicates the date and time of the project change. By default, the system defaults to the current date.
 - **Project:** This field defines the project to which the defined project change belongs. A project change can be assigned to a main project as well as to a subproject. The projects can be defined and changed in the [project](#) mask.
 - **Category:** This field indicates the type of project change (general reason, customer request, error, IT problems, market change, ...). The change type can be defined and changed in the Collections (CRReason).
 - **Priority:** This field indicates the priority of the selected project change.
 - **Note:** This field can be used for project change remarks.
- **Employees Involved:** This multiple selection allows you to assign involved employees to the change request. The employees are managed in the mask [employees](#).

Effects



- **Change Effort (Yes, Reason, Effort Variance):** If you change the effort, you must set the "Yes" indicator and enter the reason and the effort variance in hours or person days.
- **Change Costs (Yes, Reason, Cost Variance):** If you want to change the costs, you have to set the "Yes" flag and enter the reason and the cost variance in EUR.
- **Change Revenue (Yes, Reason, Revenue Variance):** If you want to change the revenue, you must set the "Yes" indicator and enter the reason and the revenue variance in EUR.
- **Date Change (Yes, Reason, Date Variance):** If you want to change the date, set the indicator "Yes" and enter the reason and the date variance in calendar days.

- **Change Resources (Yes, Reason):** If you want to change the resources, you have to set the indicator “Yes” and enter the reason.
- **Change Target (Yes, Reason):** If you want to change the target, you have to set the “Yes” flag and enter the reason.

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