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2.02.12 Project-Change

Change management is the organization, administration and transaction of change-requests during the project progress. The mask project-change allows the definition of change-requests for the project. Here, changes can be stored, evaluated and qualified by the user.

Hint: You can find more on this topic in the section 4.3.08 'record project change'.

The screenshot shows a web application window titled "Projektänderung 138-1 Änderung an der Dokumentenverwaltung "Flyer" (evtl. WebDAV)". The window has a menu bar with "Dokument", "Bearbeiten", "Ansicht", and "Rückverweise". Below the menu bar are two tabs: "Stammblatt" (selected) and "Details".

The form contains the following fields and controls:

- Projektänderung Nummer:** 138-1
- Status:** Erfasst (dropdown menu)
- Bezeichnung:** Änderung an der Dokumentenverwaltung "Flyer" (evtl. WebDAV)
- Anlage Mitarbeiter:** Schaub Peter (dropdown menu)
- Datum:** 19.11.2009 (calendar icon)
- Projekt:** 138 Einführung Projectile (dropdown menu)
- Änderungstyp:** Anfrage vom Kunden (dropdown menu)
- Priorität:** 4 - hohe Priorität (dropdown menu)
- Beteiligte Mitarbeiter:** A table with 4 columns: Name, Vorname, Mitarbeiterstatus. It lists two employees: 1. Clarson, Jonas, Festangestellt; 2. Schaub, Peter, Festangestellt.
- Bemerkung:** A large text area for notes.

The mask contains the following elements:

On the Tab "Master Sheet":

- **Number:** - This alphanumerical field indicates the project change clearly in the system.
- **Status:** - Here the user enters the status of the project change. As status in standard is declined, recorded, approved and open stored. The status can be defined and changed in the Collections (CRStatusSC).
- **Discreption:** - This field designates the project change.
- **Employee:** - Here, the system defaults the appropriate employee of the project change. The employees are managed in the mask [employee](#).
- **Date:** - The field date designates the date and the time of the project change. By default, the current date is here preset by the system.
- **Project:** - This field defines the project, to which the defined project change belongs. A project

On the Tab "Comments":

- Change of effort (yes, reason, effort difference) - Here, you must set the feature "Yes" in changes to the effort and you have to enter the reason and the effort difference in hours or in person-days, as well.
- change of costs (yes, reason, cost difference) - Here, you must set the feature "Yes" in changes to the costs and you have to enter the reason and the cost difference in EUR, as well.
- Change of Turnover (yes, reason, turnover difference) - Here, you must set the feature "Yes" in changes to the turnover and you have to enter the reason and the turnover difference in EUR, as well.
- Changes of appointments (yes, reason, appointment difference) - Here, you must set the feature "Yes" in changes to the appointments and you have to enter the reason and the appointment difference in calendar days, as well.
- Change of Resources (yes, reason) - Here, you must set the feature "Yes" in changes to the resources and you have to enter the reason.
- Change of Target yes, reason) - Here, you must set the feature "Yes" in changes to the target and you have to enter the reason.

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