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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 the SAP 'ChangeRequest 160-1 Change request' mask. The 'Master data' tab is selected. The form contains the following fields and values:

- ChangeRequest Number:** 160-1
- Status:** registered
- Description:** Change at the document administration "Flyer" (possibly WebDAV)
- CRCreated Employee:** Carter Simon
- Date:** 27.03.2012
- Project:** 160 Introduction Projectile
- CRReason:** Customer request
- Priority:** 4 - high priority

The 'PersonsConcerned' table is displayed below the form:

	Name	First name	EmployeeStatus
1	Forster	Laura	Fixed
2	Jacobs	Marcel	Fixed

The mask contains the following elements:

On the "Master data" tab:

- **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).
- **Description:** - 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 change can be assigned to a main project and to a sub-project as well. The projects can be defined and changed in the mask [Project](#) .
- **Change-Type:** - This field designates the type of the project change (general reason, request from the customer, errors, IT issues, market changes, ...). The change-type can be defined and changed in the collections (CRReason).
- **Priority:** - This field designates the priority of the chosen project changes.

- **Participating Employees:** - This multiple selection allows the assignment of participating employees to the change-request. The employees are managed in the mask [employee](#).
- **Note:** - This field can be used for comments on the project changes.



On the “Comments” tab:

- 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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