RMIS View/Print Document Cover Sheet

This document was retrieved from the Documentation and Records Management (DRM) ISEARCH System. It is intended for Information only and may not be the most recent or updated version. Contact a Document Service Center (see Hanford Info for locations) if you need additional retrieval information.

Accession #: D195062274

Document #: SD-WM-SDP-012

Title/Desc:

SOFTWARE DEVELOPMENT PLAN WORK PLAN MEL PHASE I

Pages: 20

Sta. 4 (2)

NOV 15 1995

ENGINEERING DATA TRANSMITTAL

Page 1 of 1

1. EDT No 611807

2. To: (Receiving Organization) DATA AUTOMATION ENGINEERING				3. From: (Originating Organization) PLANT CONFIGURATION & DRAWINGS				4. Related EDT No.: 608038			
5. Proj./Prog./Dept./Div.: PLANT CONFIGURATION & DRAWINGS				6. Cog. Engr.: JB JECH				7. Purchase Order No.: NA			
8. Originator Remarks: Approval and Release of MEL Phase I - Software Development Plan (Work Plan).								9. Equip./Component No.: NA			
								10. System/Bldg./Facility: NA			
11. Receiver Remarks:								12. Major Assm. Dwg. No.: NA			
								13. Permit/Permit Application No.: NA			
								14. Required Response Date: 10/13/95			

15. DATA TRANSMITTED					(F)	(G)	(H)	(I)
(A) Item No.	(B) Document/Drawing No.	(C) Sheet No.	(D) Rev. No.	(E) Title or Description of Data Transmitted	Approval Designator	Reason for Transmittal	Originator Disposition	Receiver Disposition
1	WHC-SD-WM-SDP-012		0	MEL - Phase I SDP	Q	1/2	1	

16. KEY					
Approval Designator (F)		Reason for Transmittal (G)		Disposition (H) & (I)	
E, S, Q, D or N/A (see WHC-CM-3-5, Sec. 12.7)		1. Approval 2. Release 3. Information 4. Review 5. Post-Review 6. Dist. (Receipt Acknow. Required)		1. Approved 2. Approved w/comment 3. Disapproved w/comment 4. Reviewed no/comment 5. Reviewed w/comment 6. Receipt acknowledged	

17. SIGNATURE/DISTRIBUTION (See Approval Designator for required signatures)										(G)	(H)
Reason	Disp.	(J) Name	(K) Signature	(L) Date	(M) MSIN	(J) Name	(K) Signature	(L) Date	(M) MSIN	Reason	Disp.
1	1	Cog. Eng.	JB Jech	10/14/95	S4-43	BCS	RB Bass		S7-81	3	
1	1	Cog. Mgr.	DD Larson	10/14/95	S4-43	PC&D	DG Hert		S4-43	3	
1	1	QA	J Warren	10/14/95	S4-79	TWR/TFP	RA Dodd		S5-05	3	
		Safety				TWR/ENG	RR Stickney		R1-49	3	
		Env.				TWR/ENG	DR Autery		R1-30	3	
1	1	DAE/ICF-KEH	CD Starghill	10/14/95	E6-21	Central Files		10/14/95	18-04	3	
1	1	DAE/ICF-KEH	SG Sterling	10/14/95	E6-21			10/14/95	18-04	3	

18. JB JECH Signature of EDT Originator 10/14/95		19. SG STERLING Authorized Representative Date for Receiving Organization 10/14/95		20. DD LARSON Cognizant Manager Date 11/14/95		21. DOE APPROVAL (if required) Ctrl. No. ☐ Approved ☐ Approved w/comments ☐ Disapproved w/comments	
--	--	--	--	---	--	---	--

RELEASE AUTHORIZATION

Document Number: WHC-SD-WM-SDP-012, REV 0

Document Title: Software Development Plan (Work Plan) MEL Phase I

Release Date: 11/15/95

**This document was reviewed following the
procedures described in WHC-CM-3-4 and is:**

APPROVED FOR PUBLIC RELEASE

WHC Information Release Administration Specialist:

Kara Broz

11/15/95

TRADEMARK DISCLAIMER. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof or its contractors or subcontractors.

This report has been reproduced from the best available copy. Available in paper copy. Printed in the United States of America. To obtain copies of this report, contact:

Westinghouse Hanford Company - Document Control Services
P.O. Box 1970, Mailstop H6-08, Richland, WA 99352
Telephone: (509) 372-2420; Fax: (509) 376-4989

SUPPORTING DOCUMENT		1. Total Pages 16
2. Title Software Development Plan (Work Plan) MEL Phase I	3. Number WHC-SD-WM-SDP-012	4. Rev No. 0
5. Key Words Master Equipment List, MEL, Equipment, Component, Maintenance, Operations, Tank Farm(s), System, Lables, Tags, EIN, Noun Name	6. Author Name: JB Jech Signature Organization/Charge Code 77610/N1719	
7. Abstract This Software Development Plan (Workplan) is the controlling document for the development of the Master Equipment List Phase I System. It defines the project management function of this project.		
8. RELEASE STAMP <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;">OFFICIAL RELEASE BY WHC DATE NOV 15 1995 <i>Sta 4</i></div>		

[illegible]

WORK PLAN FOR THE MASTER EQUIPMENT LIST PHASE I

July 1995

Prepared by:
ICF Kaiser Hanford
Data Automation Engineering

Prepared for:
Westinghouse Hanford Company
P.O. Box 1970
Richland, Washington 99352

TABLE OF CONTENTS

Section	Page
1.0 INTRODUCTION	3
1.1 Purpose	3
1.2 Overview	3
1.3 Scope	3
1.3.1 Document Scope	3
1.3.2 Project Management Scope	4
1.4 Deliverables	4
1.5 Definitions	4
2.0 PROJECT ORGANIZATION	6
2.1 Process Model	6
2.2 Organizational Structure	6
2.3 Organizational Boundaries, Interfaces, and Responsibilities	7
3.0 TECHNICAL PROCESS	9
3.1 Configuration Control	9
3.2 Acquisition	10
3.3 Data Management	10
3.4 Work Breakdown Structure	10
3.4.1 Functions and Features	10
3.4.2 Entity Relationships	10
3.4.3 Screens	10
3.4.4 Data	10
3.4.5 Navigation	10
3.4.6 Reports	11
3.4.7 Acceptance Testing	11
3.4.8 Operational Testing	11
3.4.9 Deployment	11
4.0 SCHEDULE AND BUDGET	13
5.0 REFERENCES	14
6.0 APPENDIX A	15

WORK PLAN FOR THE MASTER EQUIPMENT LIST PHASE I

1.0 INTRODUCTION

1.1 Purpose

The purpose of this document is to describe project management plans for the Master Equipment List Phase I (MEL Phase I) system development

The MEL Phase I will be implemented according to the tasks and schedule found in Section 4.0.

1.2 Overview

Plant Configuration and Drawings (PC&D) is assigning new Equipment Identification Numbers (EINs) to all Tank Farm equipment per the TWRS Data Standard "Tank Farm Equipment Identification Number". The assignment of new EINs to equipment greatly affects TWRS documentation and existing computer systems. PC&D requires the ability to maintain, administrate, and distribute these new EIN assignments to the affected organizations. This labeling activity will also produce some nameplate data on each piece of equipment.

Implementation of the MEL Phase I product is an interim solution to meet these immediate needs. However, it will not meet future customer requirements. Those requirements will be addressed during the Phase II development process.

MEL Phase I represents the first step in the development of the MEL Quality Affecting Application. Proper software engineering practices will be applied to ensure that the MEL Phase I is developed according to the Company Software Development Standards, WHC-CM-3-10 "Software Practices" and DOE 1330 requirements. This document will be revised following the Phase II requirement gathering process.

The requirements for this project will adhere to the specifications (scope of work) defined in the "Software Requirements Specification for the Master Equipment List", WHC-SD-WM-CSR-023, Rev. 1.

1.3 Scope

1.3.1 Document Scope

This document provides a project management (work) plan for development of the MEL Phase I by Data Automation Engineering (DAE).

This work plan has been developed to meet the requirements of WHC-CM-4-2, Quality Assurance Manual, QR 3.0 "Design Control", QR 19.0, "Software Quality Assurance Requirements", WHC-CM-6-1, Standard Engineering Practices, and WHC-CM-3-10, Software Practices (see Section 5.0 references). It describes system concepts, quality and safety considerations, organizational responsibilities, specific design requirements, design verification and validation, deliverables, milestones and project schedule (work breakdown structure). It is intended to meet the requirements for development project work planning, Quality Assurance planning and verification/validation (test) planning.

1.3.2 Project Management Scope

The designated development project management, Data Automation Engineering (DAE) shall be responsible for Quality Assurance (QA) and Safety requirements for the product and project, including items, equipment and/or documentation required by Westinghouse Hanford Company (WHC) policies and procedures.

1.4 Deliverables

MEL Phase I will include a fully operational system, including hardware, software, operational procedures, and training. See Table 1 for specific individual products to be delivered.

1.5 Definitions

The following are acronyms and definitions of terms used in this document:

ATP	Acceptance Test Procedure
ATR	Acceptance Test Report
CASE	Computer Aided Software Engineering
DAE	Data Automation Engineering
DFD	Data Flow Diagram
DOE	Department of Energy
EIN	Equipment Identification Number
EPs	Engineering Practices
MEL	Master Equipment List
OSD	Operating Specification Document
OTP	Operability Test Procedure
OTR	Operability Test Report
PC	Personal Computer
PC&D	Plant Configuration and Drawings
PMP	Project Management Plan
QA	Quality Assurance
SEL	Safety Equipment List

SLC	Software Life Cycle
SCR	System Change Request
SRS	System Requirements Specification
STD	State Transition Diagram
TWRS	Tank Waste Remediation Systems
V&V	Verification & Validation
WHC	Westinghouse Hanford Company

Application -- The use of quality-affecting computer software, programs, models, or other computer items to perform engineering design analysis, calculations, scientific analysis, data acquisition or operate hardware or facilities.

Computer Software -- A set of computer codes, procedures, rules, and associated documentation and data pertaining to the operation of computer systems. This includes user-provided instructions and data that implement preprogrammed algorithms in control systems; computer codes and data that will reside in firmware, and when specified by the cognizant manager, user-provided instructions and data used by commercial software such as spread sheet and database packages.

Context Diagram - a context diagram is a drawing that shows the boundaries and the interfaces associated with a computer system.

Database -- A generic term referring to the storage of data by a computer in a certain data structure.

Engineering Practices -- Documented management methods (WHC-CM-6-1) which establish the manner and the order for the performance of common configuration management practices relating to engineering tasks.

Equipment Identification Number - a unique equipment identification number per the TWRS Data Standard "Tank Farm Equipment Identification Number".

Master Equipment List - list of component data that provides a full description of the component, contains key reference lists to documentation and other data sources.

Project Cognizant Engineer -- Responsible engineer within the performing development organization that assumes Cognizant Engineer responsibility for development of the system as defined by WHC-CM-6-1, Standard Engineering Practices.

Project Management Plan - the controlling document for managing software development projects. A software project management plan defines the technical and managerial project functions, activities, and tasks necessary to satisfy WHC development requirements.

Safety Equipment List - a list of safety requirement document sources and the determination of safety class of a component.

System Requirements Specification - a document that specifies the requirements for a system or component. Typically included are functional requirements, performance requirements, interface requirements, design requirements, and development standards.

2.0 PROJECT ORGANIZATION

2.1 Process Model

Phase I of the MEL shall follow appropriate recommendations found in the WHC-CM-3-10 software life cycle (Figure 3 in WHC-CM-3-10, SP-1.1) for development activities. Specifically, the grayed areas in the software life cycle model (see Table 1 below) dictate what specific parts apply to MEL Phase I development. Note that the actual implementation of some of the activities/products may vary slightly from the model (e.g.s, grouped differently, occurring in a different order).

Table 1--MEL Phase I Development As Related To The WHC-CM-3-10 Software Life Cycle Model

PROJECT Phase >	REQUIREMENTS	DESIGN	IMPLEMENTATION	TEST	INSTALLATION AND CHECKOUT	OPERATION AND MAINTENANCE
Tasks						
Reviews	Requirements Review	Preliminary Design Review Detail Design Review	Code Review Test Review Walk-through	Test Plan Review Test Results Review	Installation Review Testing	Acceptance Review Customer Review
Product to Deliver	REQUIREMENTS REDEFINITION DOCUMENTATION	PRELIMINARY DESIGN DOCUMENTATION	REQUIREMENTS DOCUMENTATION	TEST RESULTS	INSTALLATION PACKAGE	CUSTOMER REVIEW
	PROJECT MANAGEMENT PLAN	DETAIL DESIGN DOCUMENTATION	TEST DOCUMENTATION	TEST RESULTS REPORT	SOFTWARE CONFIGURATION CONTROL PLAN	STAKEHOLDER REPORT
	VERIFICATION AND VALIDATION PLAN		TEST DOCUMENTATION		VERIFICATION AND VALIDATION FINAL REPORT	

2.2 Organizational Structure

The key organizations involved with managing the MEL Phase I project are the direct customer, Plant Configuration and Drawings (PC&D), and the primary service organization, Data Automation Engineering (DAE).

The organizational structure assigns primary management responsibility to DAE independent of PC&D, but having DAE provide periodic status and issue reports to PC&D. In turn, PC&D shall notify DAE in case of funding issues that may effect schedule, scope, or resource availability. Final acceptance of the product will be determined by PC&D.

2.3 Organizational Boundaries, Interfaces, and Responsibilities

Table 2 provides a matrix of organizational responsibilities and approvals.

Plant Configuration and Drawings (PC&D)--shall be considered the direct customer providing support, direction, and funding concerning the project to DAE within the bounds of this work plan. There will be a *System* Customer Representative appointed to this task. The System Customer Representative shall represent the PC&D organization on all approvals and shall provide review and approval of documentation as shown in Table 2.

Data Automation Engineering (DAE)--shall provide project management and development staff as required. The *Project* Cognizant Engineering Manager shall be the Manager, Data Automation Engineering. There will be a *Project* Cognizant Engineer appointed to this development project. The Project Cognizant Engineering Manager shall represent the organization on all approvals and shall provide review and approval of documentation as shown in Table 2. The Project Cognizant Engineer shall provide review and approval of documentation as shown in Table 2.

Table 2--Organizational Responsibilities Matrix

DESCRIPTION	Correlation to SLC Products	PC&D	QA	DAE	PROJECT COG ENG
1. Proposal Document	CONCEPT DOCUMENTATION	1,2,3,4		2,3,4	2,3,4
2. Work Plan (document)	<ul style="list-style-type: none"> PROJECT MGMT. PLAN VERIFICATION AND VALIDATION PLAN SOFTWARE CONFIG. CONTROL PLAN 	2,3,4	3,4	2,3,4	1,2,3,4
3. Systems Requirements Specification (document)	REQUIREMENTS SPECIFICATION DOCUMENTATION	2,3,4	3,4	2,3,4	1,2,3,4
4. 30% Design Review (Informal)	PRELIMINARY DESIGN DOCUMENTATION				1,2,3,4
5. 90% Design Review (Independent)	DETAIL DESIGN DOCUMENTATION	2,3,4		1,2,3,4	2,3,4
6. System Design Description (document)	DETAIL DESIGN DOCUMENTATION	3,4	3,4	2,3,4	1,2,3,4
7. Readiness Review		2,3,4		1,2,3,4	2,3,4
8. Release Form and Disks	SOFTWARE			3,4	1,2,3,4
9. Acceptance Test Procedure (document)	TEST DOCUMENTATION	2,3,4	3,4	2,3,4	1,2,3,4
10. Acceptance Test		2		2	1,2
11. Acceptance Test Report (document)	<ul style="list-style-type: none"> TEST RESULTS TEST SUMMARY REPORT 	2,3,4	3,4	2,3,4	1,2,3,4
12. Operability Test Procedure (document)	TEST DOCUMENTATION	1,2,3,4	3,4	2,3,4	2,3,4
13. Operability Test		2,3,4	2,3,4	2,3,4	1,2,3,4
14. Operability Test Report (document)	<ul style="list-style-type: none"> TEST RESULTS TEST SUMMARY REPORT CUSTOMER BUYOFF 	1,2,3,4	3,4	2,3,4	2,3,4
15. User Manual (document)	<ul style="list-style-type: none"> USER DOCUMENTATION INSTALLATION PACKAGE CHANGE REQUEST & PROBLEM REPORT 	2,3,4	3,4	2,3,4	1,2,3,4
16. Project Verification and Validation Report (document)	VERIFICATION AND VALIDATION FINAL REPORT			2,3,4	1,2,3,4

1 = Initiates, 2 = Provides Input, 3 = Reviews, 4 = Approves, 5 = Post Review

3.0 TECHNICAL PROCESS

3.1 Configuration Control

The MEL Phase I developers will provide maintenance of the developed MEL Phase I system where MEL Phase I is implemented. This MEL Phase I maintenance shall be for specifically identified and prioritized. The MEL Phase I system requirements specification shall be used as a baseline for project configuration control activities.

Specifically, MEL Phase I customer(PC&D), users, and/or maintenance personnel(DAE) shall record problems and system change requests via an MEL Phase I System Change Request (see Appendix A) which will be similar to the WHC-CM-3-10, section SP-6.3 "Change Request and Problem Report" example. All SCRs are logged into an SCR log book and are the responsibility of the MEL Phase I project cognizant engineer. The SCRs shall be used to determine MEL Phase I maintenance activities via the MEL Phase I Change Control Board (CCB).

The MEL Phase I CCB shall consist of the customer representative (from PC&D) and the MEL Phase I project cognizant engineer (DAE). Meetings of this CCB shall be held on an as-needed basis (via either telecon or conference), initiated by either the customer or project cognizant engineer. Functions of the CCB shall be to determine individual SCR profiles (applicability, priority, implementation effort required) and to determine an implementation schedule for each SCR. The results of these CCB meetings shall be documented via meeting minutes in the project file. All SCR profiles and proposed SCR implementation schedules shall be documented in table form in the SCR log book.

SCRs will be handled on a Level Of Effort (LOE) and priority basis. Funding and staffing constraints may require that some SCRs not be implemented immediately, but instead be handled at some future time as funding and staffing become available.

All SCR maintenance work performed shall be tested upon completion. Formal SCR report documentation (SCR description, assigned engineer, test procedure/reference, and test results/reference) shall be appended to an MEL Phase I software configuration control document.

All tested, modified software shall be submitted to the Manager of DAE, who is the MEL Phase I software change control authority during operations. This includes the authority to grant or deny placing this tested, modified software into operational service. Upon approval, field updates of older versions of software with the tested, modified software shall be performed by the MEL Phase I maintenance personnel within DAE).

DAE is the preferred organization for functioning as the software change control authority. However, due to the ever changing environment at Hanford, PC&D reserves the right to contract another organization to perform configuration control if it deems so necessary. Once configuration control responsibility is changed, DAE will no longer accept responsibility for maintaining the system.

3.2 Acquisition

Anticipated MEL Phase I hardware and software--including PCs, file servers, language compiler/interpreter software, database language, and computer operating system(s)--will be commercial and available off-the-shelf. They will be procured according to all applicable guidelines set forth in WHC-CM-2-1, "Procurement Manual and Procedures" from commercial equipment vendors.

Proper operation of the MEL Phase I application will be validated as components of the complete system using test data. The risk of a significant undetected failure (either in complete system testing or normal operation) or error propagation by the commercial off-the-shelf equipment will have minimum impact.

3.3 Data Management

The MEL Phase I project management team will adhere to the WHC Data and Information Management Policy found in WHC-CM-1-1, MP1.20--specifically "**the right information gets to the right people in the right place at the right time in the right form at the right cost**". This philosophy will be used in day-to-day project management and technical development of the system.

3.4 Work Breakdown Structure

3.4.1 Functions and Features

This is where the features and the functionality of the application is determined. The Software Requirements Specification (SRS) for the MEL Phase I, WHC-SD-WM-CSRS-023, Rev. 1 will be used as the baseline for the features and functions.

3.4.2 Entity Relationships

The relationship between the various functions are mapped according to responsibility and priority. This will be used to show the user requirements needed to generate the screens and reports

3.4.3 Screens

The actual look and feel of the application is designed. The screens are actually forms the users will see and interact with during the operation of the application.

3.4.4 Data

The tables structure, field names, characteristics and key fields are determined and organized. The SRS for the MEL Phase I (Section 5.0) will be used as a guide to design the table structure and fields.

3.4.5 Navigation

The interaction between the data tables and forms will be designed. The operating process of the application will be set up.

3.4.6 Reports

The data fields are organized and mapped for printing standardized reports and query reports.

3.4.7 Acceptance Testing

The acceptance test provides proof of the proper functionality of the programming code of the application.

3.4.8 Operational Testing

This will test the operation of the application in the environment in which it was designed to run. The user interface will be tested for logistics and improvements made.

3.4.9 Deployment

This involves the training of designated personnel, installation and administration of the application for full implementation.

Figure 1 - Work Diagram

4.0 SCHEDULE AND BUDGET

MEL Phase I

Task Name	Duration	Start	End	Total Cost	1995												1996	
					Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb						
MEL Phase I	138.50 d	Jul/10/95	Jan/26/96	\$51,965.00														
Work Plan	24.00 d	Jul/10/95	Aug/10/95	\$4,920.00														
Plan of Work	10.00 d	Jul/10/95	Jul/21/95	\$0.00														
Schedule for Work	14.00 d	Jul/24/95	Aug/10/95	\$4,920.00														
Project Mgmt. Plan	0.00 d	Aug/11/95	Aug/11/95	\$0.00														
Design	19.00 d	Aug/14/95	Sep/08/95	\$7,680.00														
Function & Features	9.00 d	Aug/14/95	Aug/24/95	\$3,840.00														
Entity Relationship	4.00 d	Aug/25/95	Aug/30/95	\$1,680.00														
Screens	6.00 d	Aug/31/95	Sep/08/95	\$2,160.00														
System Design Doc.	0.00 d	Oct/13/95	Oct/13/95	\$0.00														
Programming	58.50 d	Sep/11/95	Dec/01/95	\$22,085.00														
Data	20.00 d	Sep/11/95	Oct/06/95	\$3,840.00														
Screen Navigation	20.00 d	Oct/09/95	Nov/03/95	\$7,440.00														
Delphi Training	5.00 d	Oct/23/95	Oct/27/95	\$2,165.00														
Reports	18.00 d	Nov/06/95	Dec/01/95	\$8,640.00														
ATP Doc.	0.00 d	Dec/01/95	Dec/01/95	\$0.00														
Acceptance Test	15.00 d	Dec/04/95	Dec/22/95	\$7,200.00														
Test Planning	5.00 d	Dec/04/95	Dec/08/95	\$2,400.00														
Testing/Review	10.00 d	Dec/11/95	Dec/22/95	\$4,800.00														
ATR	0.00 d	Dec/22/95	Dec/22/95	\$0.00														
User Doc.	0.00 d	Dec/22/95	Dec/22/95	\$0.00														
OTP Doc.	0.00 d	Dec/22/95	Dec/22/95	\$0.00														
Operational Testing	18.00 d	Dec/27/95	Jan/23/96	\$8,640.00														
Test Planning	5.00 d	Dec/27/95	Jan/03/96	\$2,400.00														
Testing/Review	13.00 d	Jan/04/96	Jan/23/96	\$6,240.00														
OTR	0.00 d	Jan/23/96	Jan/23/96	\$0.00														
Deployment	3.00 d	Jan/24/96	Jan/26/96	\$1,440.00														
Training/Support	3.00 d	Jan/24/96	Jan/26/96	\$1,440.00														
Implementation	0.00 d	Jan/26/96	Jan/26/96	\$0.00														

Milestone Summary
 This Week Milestones

5.0 REFERENCES

WHC-CM-2-1	<u>"Procurement Manual and Procedures"</u>
WHC-CM-3-5	<u>"Document Control and Records Management Manual"</u>
WHC-CM-3-10	<u>"Software Practices"</u>
WHC-CM-4-2	<u>"Quality Assurance Manual"</u>
WHC-CM-6-1	<u>"Standard Engineering Practices"</u>
WHC-SD-WM-CSRS-023, Rev. 1	<u>"Software Requirements Specification for the Master Equipment List"</u>

6.0 APPENDIX A

If there are any areas in which a User sees possible improvements in MEL Phase I, we DAE welcome their suggestions and input. The User should fill out a "Software Change Request" (SCR) and Problem Report form describing the problem (see the form below) and mail the completed form to MSIN E6-21 c/o "DAE". DAE shall actively log these SCR forms. DAE will resolve the SCR and implement appropriate solutions.

Request and Problem Information Table	
NOTE: Submitter Fills In Parts 1-8 (NON-GRAY)	FOR DAE USE ONLY
1. SCR Type: ☐ Development ☐ Problem ☐ Enhancement	SCR Number:
2. Submitted By:	Software Program Name:
3. Date:	TPCN, W/O:
4. Project Name:	Current Ver/Rev:
5. Submitter's Priority ☐ (1= Critical 2= Very Important 3= Important 4= Inconvenient 5=Interesting)	6. Requested Completion Date:
7. Task/Change/Problem Title (One Sentence Description):	
8. Detailed Description/Justification (Attach Additional Sheet If Necessary):	
FOR DAE USE ONLY: Software Change Request and Problem Report Resolution Information	
Decision By:	☐ Accept ☐ Modify ☐ Reject ☐ Defer
Assigned To:	Target Release Date:
Solution Comments/Impact:	
Software Programs, Modules or Files Affected:	
Task Completed By:	Date:
Verified By:	Date:
Actual Release Version:	Date:
Closed By:	Date: