|  |  |
| --- | --- |
| SNOW#:  | Description:  |
| Change Request Tracker #: |  |
| Requester/Institution/Date:  |  Date:  |
| OneUSGConnect Analyst: |  |
| Module:**Global Change?** [ ] Yes [ ] Institution Specific  | [ ] Employee Self Service [ ] Commitment Accounting[ ] Human Resources [ ] Manager Self Service[ ] Time & Labor [ ] Security [ ] Ben Recon/Admin [ ] Payroll[ ] Common Remitter [ ] Careers[ ] Faculty Events [ ] Absence Management[ ] Georgia*FIRST* Financials [ ] AU Financials  |

|  |
| --- |
| Summary of Change Request: **What Is the Problem that You Are Trying to Solve? What is the impact it is creating at your institution?**To be filled out by requester/institution |
|  |

|  |
| --- |
| **Options: To be filled out by OneUSG Connect Support**  |
| **Option 1** |  |
| Pros |  |
| Cons |  |
| **Option 2** |  |
| Pros |  |
| Cons |  |
| **Option 3** |  |
| Pros |  |
| Cons |  |
| Cross-functional Concerns & Impacts: **To be filled out by OneUSG Connect Support***Please identify any concerns/impacts that the proposed change or the Options above might present.* |
| **Area** | **Description** |
| *Module-Specific Impacts* |  |
| *Change Management Impacts* |  |
| *Policy Impacts* |  |
| *Audit Risk* |  |

| Estimated Hours and Costs: **To be filled out by OneUSG Connect Support***\*\*Please document the number of functional and technical hours that will be required to implement the options presented.*  |
| --- |
| **Funding Source** |  |
| **\*\*Functional** (spec development, testing, documentation, etc.) |  |
| **\*\*Technical** (development, unit testing, remediation) |  |
| **On-Going Maintenance** (If Needed) |  |
| **Change Management** (If Needed) |  |
| **Other** |  |

|  |
| --- |
| Recommendation: **To be filled out by OneUSG Connect Support**[ ] **Configuration** [ ] **Customization** [ ] **Bolt-On** [ ] **Other: Please explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **OneUSG Connect Support Team Recommendation:**  |