

Change Request Form

Project Name:	OTGL Fleet Enhancement
Requested By:	On the Go Limited
Request No:	OTG002
Date:	10/02/2021
Name of the Request:	Add Organisation Filter to Sales Transaction – SAP
Current Behaviour	When transactions are exported for a date range, all transactions within the date range is exported
Change Description:	OTG requires Sales Transaction Exports to be filtered by Customer CATEGORY.
Change Reason:	All customers will be categorized as either “Mobil” or” OTG”. This file will be generated for Mobil Customers Only.
Impact of this change:	Once approval is received, we can accommodate this in the next build. Build Effort: 6 hrs Development, 4 hours Implementation OTG will not be charged for this change
Proposed Action:	OTG to sign off the change request form before this is taken to the development team.
Associated Cost:	\$0
Important Note	Any changes to requirements not clearly stated will be handled via change management
Status (Under Review/Approved/Rejected)	Review
Client Project Manager Endorsement:	
Approval Date:	
Approved By:	