



C.A.R.E. System Change Request

Requestor Entry Only

Requestor _____

Date _____

Email Address _____

Phone _____

Job Title _____

In-depth Detail Description of Request

(include specific detail regarding functionality/work product & system flow)

Intended Outcome & Benefits

- Final outcome – what the requested change is trying to accomplish
- How this change benefits the youth / workers / system

Justification

- Return on investment of time and money to implement change
- Estimated annual savings

User Group Entry Only

Jobs affected by change request

Priority

- 9 Mandatory by statute or law
- 9 Increases workers' efficiency and effectiveness
- 9 Adds value to the customer / client

User Group _____

Date _____

Information Technology Entry Only

- 9 Request already exists in Business Requirements
- 9 Request affects a system area that has already been approved in a User JAD

Project and System Impact

Estimated Time

Estimated Cost

Recommendation

Approval

User Council _____ Date _____

Management Committee _____ Date _____

Decision

- 9 Incorporate into system design
- 9 Future Enhancement
- 9 Denied

Comments