



## ***Modification Tracking Form***

## Using the Modification Tracking Form

<b>Completed by:</b>	FACTS Implementation Consultant
<b>Purpose:</b>	To track modifications requested by the customer. This form facilitates communication between the customer and the local FACTS office Programmer and insures that all parties are informed on the status of modifications.
<b>How it is used:</b>	As modifications are requested by the customer, they are recorded on this form. The Modification Requirement Specification Number (if there is a specification) is entered in the first column. If a work-around is used instead of programming the modification, a Procedure Number is assigned for the work-around. This number is entered in the second column and references the correct procedure in the Policies and Procedures Manual. Date columns are provided for the various steps in the development and delivery process.
<b>When it is used:</b>	This deliverable can be used throughout the implementation process, whenever modifications are uncovered and can be noted. It is used primarily during Modifications to track the status of the requested custom modification.
<b>Who uses it:</b>	Local FACTS Office and customer
<b>File under:</b>	Installing the System/Modifications
<b>Last revised:</b>	05/01
<b>File:</b>	<p>Modification Tracking Form.exe</p> <p>This is a self-extracting zipped MS Word document and must be printed/viewed through MS Word. This file is located in the Software Solutions Nexus – Facts/Documentation and Education/PIA.</p> <p>Note: The Software Solutions Nexus is a private extranet and is available for local Facts personnel only.</p>

## Modification Tracking Form

	Mod Spec #	Work Sheet #	Priority (C/R/N)	Request Date	Est Comp Date	Cancelled Date	Analyst Assigned	Modification Summary	Comp Date	Deliver Date	Accept Date	Accept By
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\* Critical, Required, or Nice to Have

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