



## Software Modification Design Form

## Using the Software Modification Design Form

<b>Completed by:</b>	Facts Implementation Consultant and Project Leader
<b>Purpose:</b>	To submit custom modification requests by the Customer. This form documents the requested features and requirements of a custom modification to the standard Facts product and should be submitted to SSI's Facts Implementation Consultant.
<b>How it is used:</b>	As modification requests are submitted on behalf of the Customer, they are logged and tracked at SSI. The Software Modification Design Form is routed to a programmer for estimating. The programmer may add documentation to the form to insure a concise understanding of the work to be performed for the estimated hours. The updated Software Modification Design Form and a service order are returned to the Customer for signature approval. Upon approval, the work will be scheduled.
<b>When it is used:</b>	This form can be used throughout the implementation process, as well as on an ongoing basis after initial implementation. It is used any time a custom modification is considered.
<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 Location:</b>	<p>Software Modification Design 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 at <a href="http://www.sofsol.com">www.sofsol.com</a>, in the Nexus, under Information Centers – Facts Technical.</p> <p>Note: The Software Solutions Nexus is a private extranet and is available for local Facts personnel only.</p>

**Software Solutions, Inc.**  
**Software Modification Design**  
**Title of Modification:**

Customer:  
Product:  
Author:  
Estimated by:

Mod Request/Revision #:  
Release Level:  
Date Submitted:  
Estimated hours:

Customer  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**1. FEATURE OVERVIEW**

Enter a summary description of the feature and business objectives here.

**2. DEFINITIONS**

Define terms and phraseology used in the design document, as required, here.

**3. LIMITATIONS/EXCLUSIONS**

Enter any dependencies, constraints and/or limitations to the requirements or design here.

**4. TECHNICAL OVERVIEW**

Enter any pertinent technical information or considerations here.

**5. PROGRAM CHANGES**

Enter detail information for each program to be customized and attach additional documentation, examples, screen prints, report/screen layouts, etc ... as necessary here. Provide program level requirements or design information for inputs, process definition, database/data file changes, program changes, outputs and miscellaneous information.

**5.1 Program (new or mod)**

**5.2 Program (new or mod)**

**5.3 Program (new or mod)**

**6. FILES AFFECTED**

Enter information about files affected by this modification here.

**7. ISSUES**

Enter information about any known issues related to this modification here.