

# **Attachment L**

## **CBP OIT PSPO ESB Change Request Impact Analysis**



U.S. Customs & Border Protection

Enforcement Systems Branch

# **ESB Change Request Impact Analysis**

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**Document Number:  
Branch-CR Impact Analysis**

## Change Control Log

Revised by	Date	Description of Revisions
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# ESB Change Request Impact Analysis

## 1. Introduction

- Purpose:** This form is used to provide to the Change Control Board (CCB) the following information regarding the proposed change request (CR):
- High-level overview of report system problem/request
  - High-level estimate of the resources required to address the change
- Guidelines:** This document should be written in terminology that reflects the nature of the request:
- If the CR describes a user’s problem or an enhancement, use language that the user can understand (e.g., describe external behaviors and influences; do not describe the design or system components). Describe the problem or enhancement from a business perspective.
  - If the CR is for an internal system problem, identify affected technical components or behavior (e.g., abend return codes, program names, message queue names, actual table key/field names).
- Who Completes:** A member of the analysis team and/or development team completes this form.
- When Completed:** This form is completed prior to the meeting of the CCB that will decide whether to implement the change.
- Document Name:** Use the following format to name your document: <project number>-<CR number>-Impact Analysis.  
For example: The name of the document for the third CR in project 2051-000 would be 2051000-CR003-Impact Analysis.
- Instructions:** Instructions for the use of this form are given in each section in *red italics*. Replace these instructions with the requested information.

As you complete this document, you may find that not all sections are required for your CR. If a section is not required, enter “N/A” and continue to the next section. Provide enough information to fulfill the purpose of this form as stated above.

## 2. Impact Analysis Form

### 2.1 Title Block

Complete the Title Block with the following information:

1. *CR #:* Enter the number of the change request (CR).
2. *Priority:* Leave blank. The priority is assigned by the CCB. Possible priorities are: 1=Emergency, 2=High Priority, 3=Medium Priority, 4=Low Priority.
3. *Title:* Enter the title of the CR from the Requirements Traceability Matrix or other list.
4. *Requested/Reported By:* Enter the name, phone number, and e-mail address of the person requesting the change.
5. *Form Completed By:* Enter your name, phone number, and e-mail address.
6. *Change Area(s) Impacted:* Check those areas that apply and enter any other applicable area not listed.
7. *Date Requested/Reported:* Enter the date the request for change was received.
8. *Other Associated CRs (if any):* List all CRs that must be implemented at the same time as or in sequence with the CR being recorded on this form. (See Section 2.5 for details.)
9. *Documents Impacted by Change:* Check the documents that apply and enter the name of any document not listed.

CR #:	Priority:	Title:	
Requested/Reported By:		Form Completed By: _____	
Change Area(s) Impacted (list all that apply): <input type="checkbox"/> Mainframe <input type="checkbox"/> Client <input type="checkbox"/> Database <input type="checkbox"/> Data <input type="checkbox"/> External Interface <input type="checkbox"/> Other: _____			
Date Requested/Reported:		Other Associated CRs (if any): _____	
Documents Impacted by Change: <input type="checkbox"/> URD <input type="checkbox"/> FRD <input type="checkbox"/> SYSDD <input type="checkbox"/> Other: _____			

## **2.2 Background/Problem Statement**

*Describe the following:*

- *Current system behavior*  
*Include what led up to the CR (e.g., problem, enhancement, deferred requirement). If reporting a problem, describe how the current system behavior differs from the expected behavior.*
- *End result expected (e.g., how the system should behave when the request/problem has been implemented)*

## **2.3 Anticipated Risks / Dependencies**

*List the risks associated with the requested change. Risks may include:*

- *Schedule impact (e.g., required due date)*
- *System performance and reliability (include both negative and positive impacts to give the complete picture)*
- *Technology (e.g., technology that ESB does not currently support, purchase of additional software or equipment)*
- *Constraint dependencies (e.g., another CR or project that must be implemented first, another team's workload schedule, anticipated time needed for user training)*
- *Any other situation that could be considered a risk to the project*

## **2.4 External Systems Impacted**

*List all external systems that will be impacted by the change and will require coordination with areas outside of the Enforcement Systems Branch (ESB).*

## **2.5 Other CRs/Projects Impacted**

*List all other CRs or projects that will be impacted by this change. This would be a CR or project that will need to be reanalyzed or redesigned because of the changes contained in this CR. Create this list in sequential implementation order.*

## **2.6 Documents Impacted**

*For each document listed in this form's title block, provide the specific paragraph(s) that describe the requirement or functionality that will be impacted by this change.*

## **2.7 Security Issues**

*List all security changes that will be need to be made or new security that will need to be implemented as a result of this change.*

## **2.8 Table Table Changes**

*List each table table that will need to be changed as a result of this change. Give a general description of the change (e.g., list of Class of Admission codes needs to be updated).*

## **2.9 Database Changes**

*List new tables that will be created as a result of this change and/or proposed changes to existing tables. List the table name and give a general description of the change.*

## **2.10 Data Conversion(s) / Loads**

*List the tables that will need to be converted or pre-loaded with data as a result of this change. Note that even a single row in a reference table or system table is considered a "load".*

## **2.11 Screen/Window Changes**

*List existing screens/windows requiring change and provide a brief list of new screens/windows and a brief overview of their functionality.*

## **2.12 Approximate Number of Programs Impacted**

*Estimate the number of programs that will be changed and/or created as a result of this change.*

## **2.13 Added Value**

*Based on the information provided above, enter your opinion as to whether the change should be implemented.*