

ME&PT Change Request Form

Date Received by PO_REQ:

TeamTrack Number:

Change Request Information (To be Completed by Change Requestor)						
*** Each requirement change; add, modify, remove, and/or clarify, must be submitted on a separate CR form						
*****Change Requester Details*****						
Name / Organization	Shariq Mirza					
Contact Number(s)	(202) 268-6170					
Application	Mail.dat MDR	<i>(Functional Subsystem Affected)</i>				
Date Submitted to PO_REQ	05/29/2012					
*****Description of Change Request*****						
Change Request Title	Report on preparation and entry validations outside of the import process					
Classification of Change (SELECT ONLY ONE)	Add a New REQ <input checked="" type="checkbox"/>	Modify an Existing REQ <input type="checkbox"/>	Remove an Existing REQ <input type="checkbox"/>	Clarify an Existing REQ <input type="checkbox"/>	Ad-Hoc Request <input type="checkbox"/> Recurring: Y or N Frequency: _____ End Date: _____	Data Repair <input type="checkbox"/>
Date or Release Number this CR is Needed By:	Full Service Release 11 – October 2012 Release			CCB Priority: Critical <input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>		
Identify the Requirement(s) Affected by this CR	<i>(CR #, SRS Name/#, TeamTrack #, etc)</i> SRS 812 – Mail.Dat enhancements					
Outline the Change being Requested <small>(Identify what is being changed. Attach supporting documentation if required)</small>	<p>The Validations are critical from an Operations perspective to assess operational costs when wrong labeling lists are used and when the USPS is shuttling the mail at its own cost.</p> <p>New Requirement: The PO! system shall generate a report “ eDocs Preparation/Entry Warnings Report” Under Electronic Data Exchange -> Mailing Reports link for First Class mail with CSAs (Mailings prepared per DMM should use the existing labeling List validations) and service types (Full, Basic, PostNet, Other) and trigger the following validations outside of the import process and report by eDoc Type (Mail.dat/Mail.XML) eDoc Submitter Name, CRID, Mail.dat Job ID, Mail.dat ULC, submission Date, Submission Time, the CSA Agreement ID, The CSA Separation ID, CSA effective Date, CSA status (Latest 3 CSAs from the database for the Mailer plant should be used for this validations) and shall show the validation errors at the container level once a USPS personnel or a mailer clicks on the Job ID</p> <ul style="list-style-type: none"> PO! system shall trigger validations based upon eDoc trip/CSA data and conduct the labeling validations based upon the destination zip codes identified in the CSAs verses in the eDocs destination Zip codes as well as the Locale Key in the CSA is matching the eDocs Locale Key for First Class mailings and shall validate if the Zip codes within containers (pallets, trays, sacks, tubs) are according to the CSA trip identified in the eDocs for the mailer. 					
Business Justification <small>(Attach supporting documentation if required)</small>	<p><i>(Address: 1. Why is change requested; 2. What are operational and/or financial effects, 3., What is implications if change is not implemented or if deferred)</i></p> <p>Critical reporting for the network rationalization process to assess shuttling costs and to contact mailers to fix the issues.</p>					
*****Review of Change Request*****						
IT Lead						

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List Stakeholders that have Reviewed this CR	Shariq Mirza, Krista Finnazo, Shibani Gambhir, Frank Neri, Uni han Norton			
List Stakeholders that have Approved this CR <small>(attach supporting documentation)</small>	Shariq Mirza, Krista Finnazo, Shibani Gambhir, Frank Neri, Uni han Norton			
*****Funding of Change Request*****				
Finance # to be Charged	661152			
Individual Authorizing Finance Number/Funds Available	Frances Byrd			
Portfolio Program Manager	Ruth Stock			
*****Assessment of Change Request*****				
Impact on Testing				
Impact on Other Business Areas and Systems	<i>(How is Full-Service/SASP/MDR affected)</i>			
Cost Impact				
Schedule Impact				
*****Disposition of Change Request*****				
<i>Approval Signatures</i>	Date	Accept	Reject	Reason for rejection
ME&PT				
Portfolio				