

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 checked="" 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	(CR #, SRS Name/#, TeamTrack #, etc) SRS 812 – Mail.dat enhancements					
Outline the Change being Requested (Identify what is being changed. Attach supporting documentation if required)	<p>The following validations were added to the June 2012 release but because there were too many warnings filling the logs and because there was a CSA exception missing, the mailers requested the validations be turned off. The Validations are critical from an Operations perspective to assess operational costs when wrong labeling lists are used.</p> <p>New Requirement: PO! system shall exclude First Class mailings with CSA information from the following validations.</p> <p>New Requirement: The PO! system shall generate a separate report “ eDocs Preparation/Entry Warnings Report” Under Electronic Data Exchange -> Mailing Reports link for all classes 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 labelling list used (labelling List name, Publication date (This publication date is to be figured out by USPS, we do not want to use the date provided by the mailers - latest three LL are to be used as part of the validations)and shall show the validation errors at the container level once a USPS personnel or a mailer clicks on the Job ID.</p> <p>4397: The label information provided does not match the information in the active Mail Direction File.</p> <p>7125: The 3 Digit/5 Digit Container Division for .cqt Database ID <XXXXX> does not match the active labeling list information provided in Container ID <XXXXX> with Container Destination Zip <XXXXX>.</p> <p>7126: The Container Destination Zip for container <XXXXX> does not match an active labeling list information based on the labeling list data retrieved for Postage Statement Mailing Date of <XXXXX>.</p> <p>4387: The .csm Entry Point Actual/Delivery Locale Key provided in Container ID <XXXXX> does not match any locale key in the active Mail Direction File.</p> <p>4388: The .csm Entry Point Actual/Delivery Locale Key provided for Container <XXXXX> does not match a locale key in the Mail Direction File for Class <XXXXX>, Processing Category <XXXXX>, Entry Point – Actual/Delivery Postal Code <XXXXX> and deepest entry discount <XXXXX> claimed in the .cqt file for that container.</p>					

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Business Justification (Attach supporting documentation if required)	(<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>) Critical reporting for the network rationalization process to assess shuttling costs and to contact mailers to fix the issues.				
*****Review of Change Request*****					
IT Lead	Phillip Parrish				
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					