University of Missouri
Change Review Committee Charter

Authorization:

The Vice President of Finance and Administration has endorsed a Change Review Committee (“Committee”) to review change requests to the financial software. The Committee will be made up of a broad range of business process owners sufficient to provide an overall objective viewpoint of the financial organization’s processes, requirements and business needs.

Business needs and scope to be addressed:

Changes are occasionally identified by business managers throughout the organization. The Committee is formed with the purpose to provide a formal evaluation process so that business change needs are prioritized and met in a disciplined approach. Each change request submitted to the Committee will be evaluated to determine the relative benefit for the University. The evaluation and the change may occasionally necessitate coordination with the Controller’s Office on system-wide accounting policy and procedures. The Business Process Team (“BPT”) or Functional Lead may encounter requests for modifications requiring very little development and testing work. Some of those modifications require minimal time to develop, test and migrate to production. In the interest of efficiency, the Functional Lead will use professional judgment to determine user impact, complexity, and system impact to determine whether those modifications require prioritization by the BPT or the Committee. As a “rule of thumb”, any modification requiring minimal time to implement will not be reviewed by the Committee at the discretion of the Functional Lead.

Description of the work to be done:

BPTs will convene as necessary to complete change request forms. The completed forms will provide the Committee with sufficient understanding of the changes requested and the related pros and cons of evaluated options. The Committee will evaluate requested changes during the approval process and assign a priority relative to other changes requested. The Committee will meet as frequently as necessary to evaluate requested changes in a timely manner.

Updated 3/23/07