**Education Technology Change Request:**To be used for changes to existing technologies

Distribution: Education Technology Monitoring Group (ETMG)

**Owner Information**

HERE

arks entry

**Change Name:**

MUST BE THE CHANGE OWNER

**Submitted by:**

HERE

**Submitted Date:**

HERE

**Email Address:**

HERE

**Department:**

**Phone (Ext):**

HERE

HERE

**HOD Approval:**

HERE

**ETMG Ref:**

**Change Request Description**

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| 1. **Type of change**
 |
| [ ]  Change to Existing Software[ ]  Extension of Existing Software Functionality including purchase of additional modules |
| 1. **Business Justification**

*Describe the main features and requirements of the request, including the impact to other areas of SGUL and where appropriate a statement endorsing the change. What impact does this have on other systems?*  |
| HERE |
| 1. **Data Requirements**

*Do we have the data, is it held elsewhere or is it a new data capture requirement? How long does the data need to be stored for? Has the data protection officer been consulted? How will records be managed (if appropriate)?*  |
| HERE |
| 1. **Accessibility Requirements**

*Have you considered the published accessibility guidance (*[*accessibility guidance)*](https://www.sgul.ac.uk/digital-accessibility)*?* **Yes / No*****If this is a new element to the product (web/app), is it WCAG 2.1 AA compliant?  Yes / No**** *If Yes, provide a copy of the Accessibility Statement (or link to).*
* *If no, provide details below (including discussions with the Supplier) and implications for users.*
 |
| HERE |
| 1. **Budgetary Requirements**

*Provide a breakdown of resources and associated budget required to make this change (e.g. Cost of software, Annual subscription, internal resource implications, and external resource implications).* |
| HERE |
| 1. **What are the consequences of not doing this request?***Include any impact on costs, benefits or users.*
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| HERE |
| 1. **Timing**

*State when the request is required to take effect (Working Hours/ Out of hours) and if any training is needed?* |
| HERE |
| 1. **Stakeholders**

*Who have you consulted with so far and what are their views? You can also state if this is an initial request for ETMG’s views.* |
| HERE |
| 1. **Alternatives**

*What consideration was given to other solutions prior to this choice (can include competition analysis, internal solutions, etc.)* |
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| 1. **Please declare the urgency of this request?**
 |
| [ ]  Routine [ ]  Important [ ]  Urgent  |
| ***Routine –*** *these are business-as-usual (BAU) changes and are usually mandatory, part of a Service Agreement or can be implemented as part of day-to-day operations.****Important –*** *these are impactful and will usually contribute to a business benefit towards a team or system. These changes may require time, cost and/or resource.****Urgent –*** *these are deadline-dependent and requires a change to be immediately implemented, this type of change requires approval by an Executive member. Some regulatory-related change may fall within this category.* |

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| 1. **Type of change?**
 |
| [ ]  BAU/Operational [ ]  Project/System-Wide  |

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| 1. **Who does the change impact?**
 |
| [ ]  Students [ ]  Staff [ ]  External  |

**Proposal**

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| 1. **Solution Proposed**

*Detail what will be changed in order to meet the requirement (use appendix items to support where appropriate; consult with key stakeholders to ensure a robust requirement/solution)* |
| HERE |
| 1. **Rollback Plan**

*Details of how the request can be rolled back* |
| HERE |

**Please send the completed form to:** **edtech@sgul.ac.uk**

**ETMG USE ONLY**

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| 1. **Recommendation**
 |
| [ ]  Insufficient information [ ]  Recommend further review [ ]  Refer to ESSC / ISB |

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| 1. **Comments**

*Add comments to support the reason for the recommendation. Consider regulatory implications in your comments.* |
| HERE*Where appropriate, consider (not limited to):** *Implications for existing processes*
* *Data access, data storage (hosted in Europe or elsewhere?), data flows*
* *Third party involvement*
* *Security provisions*
* *Data sharing with partners*
* *Period of storage*
* *Ease of migration*
* *Cookies of users’ devices*
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