

DQ (Delivering Quality) Change Request Form

Summary Information

Description of change:	Simple description. More detail is requested further on.
Reason for the change:	Why is this change taking place?
Reviewed by :	We expect all content to be reviewed by the appropriate stake holders and / or interested parties. Please give details of who has reviewed and approved this content before being sent to the DQ Team
Contact (for change control purposes):	There needs to be a contact for this change to field questions during the change control process.
IMPACT ASSESSMENT	
The DQ Team expect an impact assessment of a change to be carried out before being submitted to DQ. At the very least it should answer the following questions	
Who or what is affected, and how, by this change? Is there an impact on commercial and/or subsidiary contracts?	
Will the change require an implementation project / process?	
When is this change effective from?	
Do older versions have to comply?	
Change Submitted by	

Examples of impact assessments

- Following approval of the Policy, a project will be required to implement across the BBC. Expected costs are £500k. See briefing document for more information.
- Impacts all current users of the desktop. A project has been approved by TIAG, and work is under way to implement. For further information contact Project Manager
- I&A, Central New Media and Production petals need to work together to achieve compliance with these requirements.
- No effect on existing systems and staff unless integration is required with a new project. For new systems, this document affects those involved with the requirements specification, system analysis and the project implementation for audio-visual media.
- There will be a new BBC standard referring to audio-visual media and this standard will be represented in Radio, Television and New Media.
- The desktop version does not become unsupported until April 2005, but as there is a major impact for all PCs currently running windows 2000 the policy is being published now to ensure there is sufficient time for migration plans to be developed and agreed, as well as requests for exceptions to be processed.
- Impacts all current users of the desktop. A project has been approved by TIAG, and work is under way to implement. For further information contact Project Manager
- No impact as documenting current practices and the information is required by projects.
- No impact as updating contact information
- No impact as changes are to ensure that policies reflect current practices, and to give context and sense.

List of what is to be added and/or deleted and/or updated

If you have more than two items, there is a second blank table below.

Content Title	HELP on completing this information is given in this column		
Type of content	Content is normally a word document, but can be a spreadsheet, a graphic, a pdf or a link to material held elsewhere etc.		
Is it a template?	Yes / No		
What do you want to do?	Add / Update / Replace / Delete ?		
DQ Status :-	Is it a Policy / Standard / Guideline / Information / BBC Policy Policies and standards are mandatory; Guideline is recommended; Information is helpful info		
File Name / URL	URL is required where type of content is "Link". To ensure the file can be downloaded by all (in particular for use on bbc.co.uk) the DQ standard is to rename long file names, or to replace spaces and "-." with "_".		
Content Authority (CA)	Name and title of the person, or the group, responsible for the content.		
Supplier Authoriser (SA)	Optional Where content is developed / managed by a Supplier, Name and Title of person who approves on behalf of the Supplier.		
Contact for Help	Name and Title of the person to field enquiries about the content once it is published		
DQ Reference	Leave blank when adding new content as the DQ Team will give a reference once the request is processed.		
Version	xx.yy e.g. 00.01; 02.10		
Version Date	dd/mm/yyyy		
Changes	If this is changed or updated content, a comprehensive description of the change must accompany the request to enable an assessment of the change to be carried out by reviewers It would be useful to highlight changes to allow comparison with the previous version		
Content Description			

Who has this content been written for?			
How should they use it?			
When should the next review take place?	The default is 12 months time.	12 months time	12 months time
Can this content be published on DQ on bbc.co.uk?	Yes / No		
If NOT, please give reasons:-			
Key words	Key words to help users search for documents on DQ. May be used for database.		
Other Comments			

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