



ECTU Central Office SOP ECTU_IT_23: Additional Requirements

SOP number:	ECTU_IT_23
Version number:	1
Effective date:	10th June 2016

Signature	Date
Signature on file Author: Allan Walker, IT and Systems Manager	6 th June 2016
Signature on file Reviewed By: Garry Milne, Senior IT Programmer	6 th June 2016
Signature on file Reviewed By: Ronnie Harkess, Senior IT Programmer	6 th June 2016
Signature on file Reviewed By: David Buchanan, Senior IT Programmer	6 th June 2016
Signature on file Approved By: Allan Walker, IT and Systems Manager	6 th June 2016

1. PURPOSE

To describe the process of logging an additional requirement

2. SCOPE

- 2.1. This SOP applies to all the research support systems developed in-house by Edinburgh Clinical Trials Unit.
- 2.2. This SOP applies to maintenance releases

3. Recording an additional requirement

This procedure describes the process of recording an additional requirement for an existing production system.

- 3.1. An additional requirement is identified through communication with project stakeholders.
- 3.2. A new additional requirement is added to the list of additional requirements for the project. The following details are recorded for each additional requirement.
 - 3.2.1. The additional requirement counter is incremented by 1 and used as the numeric identifier for this particular additional requirement. This identifier is used as part of the System Release documentation.
 - 3.2.2. A description of the additional requirement.
 - 3.2.3. The name and project role of the person requesting the additional requirement.
 - 3.2.4. The date of the request.
 - 3.2.5. A decision on whether or not the request will be implemented. If it's not to be implemented a reason must be given.
 - 3.2.6. If the request is to be implemented then a list of the features that will need to be added or changed, including what the major component of the feature version will be changed to.
 - 3.2.7. Name and role of the person implementing the requirement.
- 3.3. Each time a feature is released then the additional requirements list is printed, signed and dated by the responsible member of the system development team. This is then filed along with the System Release document in the project's documentation folder.

4. RELEVANT DOCUMENTS

ECTU Central Office SOP ECTU_IT_03: Feature Release v2.0

5. DOCUMENT HISTORY

Version Number:	Effective Date:	Reason(s) for change(s):
1.0	10 th June 2016	New document. For clarity. The process described in this SOP was originally incorporated in the System Change Management SOP. When that SOP was reviewed a decision was taken to split the "Feature Release" and "Additional Requirements" tasks into separate SOPs.