**Education Technology Change Request:**To be used for changes to existing technologies  
  
Distribution: Education Technology Monitoring Group (ETMG)

**Owner Information**

HERE

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**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. **Cyber Security Requirements**   *Have you considered the published cyber security guidance* [*(C*yber security *guidance)*](https://www.sgul.ac.uk/about/our-professional-services/information-services/information-governance/cyber-security)*?* **Yes / No**  ***Are there any cyber security concerns?  Yes / No***   * *If Yes, provide further information below and have these been discussed with the cyber security manager?* |
| 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.* |
| 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.)* |
| HERE |

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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**](mailto: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* |