**Request for Change (RFC) REF. No: Part A**

Process:

The customer completes Part A and emails it to Learning Nexus

Learning Nexus complete Part B- and returns it to the Customer for approval.

**Please note no work starts until all sections are complete, approved and signed off.**

Company Name:………………………………………………………………………………

Contact Tel: email:

Change applies to:

**System**: (please state current system) LMS VPS DLE VLMS…

**Content/Courseware** (Please state course code and course name)

1. Reason for proposed change (please state clearly reason for this change below)
2. Details of proposed change. (Please insert screen grabs if required )

**RFC REF. No: Part B**

To Completed by Learning Nexus.

Learning Nexus Response to Change Request No……………

**YES** (state clearly yes if this RFC is possible)

*More information required* – (please explain – give more details)

**NO** not possible (explain why not possible).

1. Estimated time required for this change request
2. Cost of this Request for Change based on information supplied by the customer
3. Impact of this change request
4. Agreed Change (please restate to confirm the change both parties are agreeing to)
5. Acceptance & Approval to begin this work..

Customer approved signature Learning Nexus Signature

Sign:…………………………………… Sign:………………………………………

Print Name: Print Name

Job Title: Job Title

Date: Date