

Expedited Life Cycle (XLC) Process Change Request (CR)

Please complete this form and submit it to the [CMS IT Governance Resource Mailbox](#)

CR NUMBER: CR 13-003 **DATE SUBMITTED:** 6/20/2013

CR TITLE: Update XLC Requirements Document Template

PRIORITY {As determined by submitter}

- HIGH: Emergency/Critical to Mission
 MEDIUM: Urgent/Needed but Not Critical to Mission
 LOW: Routine to Mission

SUBMITTER INFORMATION

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CHANGE ITEM {Identify item/template/deliverable}:

Requirements Document Template v4.0

DESCRIPTION OF CHANGE {include supporting documentation as appropriate}:

Update Requirements Document Template v4.0 to follow sections sequence according to best practices and to correct references to the CMS Requirements Writer's Guide (RWG) v4.13, dated April 25, 2013.

Refer to attached document *XLC CR Form for RD Template 20130620.doc*

Note: Some minor clean-up changes may be needed after tracked changes are accepted in the Word document.

IF CHANGE IS TO A TEMPLATE, PLEASE TURN TRACK CHANGES "ON" AND MAKE YOUR PROPOSED UPDATES. SUBMIT THE UPDATED TEMPLATE ALONG WITH THIS CR FORM.

JUSTIFICATION FOR CHANGE

XLC templates should follow BABOK guidance and best practices and, should contain correct references to the CMS RWG.

XLC STEERING COMMITTEE FINAL DISPOSITION

DECISION

- APPROVE
 DISAPPROVE

DEFER

APPROVE WITH MODIFICATIONS

DECISION DATE: 7/16/2013 **NOTES/COMMENTS:** None
