

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

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

CR NUMBER: 13-008 **DATE SUBMITTED:** 9/27/2013

CR TITLE: PPA Project Complexity Level Questions revision

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}:

PPA – XLC Complexity Worksheet

DESCRIPTION OF CHANGE {include supporting documentation as appropriate}:

The attached PPA_XLC_Complexity_Worksheet_Updated_Questions_DRAFT.xlsx contains newly suggested verbiage (in red text) which delineates between the creation of new systems/services/environments or changes/modifications to existing systems/services/environments.

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

The existing XLC Complexity Worksheet questions do not explicitly delineate between the creation of new systems/services/environments or changes/modifications to existing systems/services/environments. It is imperative that project teams realize complexity is based on individual project scope, not systems as a whole, and that complexity can therefore change from project to project. By adding clarifying verbiage to the existing complexity questions, project teams will be able to determine the complexity level of their IT project more accurately.

XLC STEERING COMMITTEE FINAL DISPOSITION

DECISION

- APPROVE
 DISAPPROVE

DEFER

APPROVE WITH MODIFICATIONS

DECISION DATE: 11/19/2013 **NOTES/COMMENTS:** _____
