

How to fill in an iNTCCM Change Request

This document describes how to fill out the iNTCCM CR form. Purpose of this document is to help people to fill out the form in such a way that the CR can be handled by the iNTCCM in an efficient way.

Field	Explanation
Issuer	Your name
iNTCCM member	Replace the applicable tick-box by an X
Contact information	Information how to contact you in case of questions. An e-mail address is required. Phone- and/or address information is optional
Object of change	Replace the applicable tick-box by an X. In case the CR is raised against a not listed document, please specify the document at the last dotted line
Identification	Specify the version of the object of change this CR applies to
Chapter/Section/Page	Specify which part this CR applies to
Title	A one-liner describing the CR
Description	Describe the change request; please try to be brief and to the point. Please describe only one issue per change request; raise multiple CRs in case you have multiple change requests.
Benefits	Describe the benefits of implementing the CR
Proposal	Propose how the object of change has to be adjusted to implement the CR