


**20. APPENDIX A – CHANGE REQUEST FORM**

**CHANGE REQUEST FORM**

<b>Project Name:</b>	Linked Mailbox and PST Migration
<b>Customer Name:</b>	Nueces County, TX
<b>Change Request Number:</b>	1
<b>Date:</b>	9/4/2018
<b>Submitted by:</b>	Nueces County, TX
<b>Change Evaluator:</b>	

<b>CHANGE REQUEST DESCRIPTION</b>	
<ol style="list-style-type: none"> <li>1. Confirm Nueces County reported to Microsoft of the completion of the "Linked Mailbox" service.</li> <li>2. Removals in 4. Scope of Services Overview: "Migrate up to 500 PSTs to O365" and "Knowledge Transfer".</li> </ol>	
<b>IMPACT OF CHANGE</b>	
<ol style="list-style-type: none"> <li>1. Completing this service awarded SHI the agreed \$10,000 from Microsoft.</li> <li>2. The total due to SHI should be reduced to \$10,000 (which has already been paid).</li> <li>3. All project deliverables are completed, project is closed.</li> </ol>	
<b>PRICE</b>	
<p>Price and Payment Schedule: Fee changed to \$10,000; total after Microsoft Funding changed to \$0.                  Payment Schedule: Project Close fee changed to \$0.</p>	
<b>SIGNATURES</b>	

<b>Status: Accepted/Rejected</b>		<b>Reason:</b>	
<b>Nueces County, TX Approval:</b>		<b>Date:</b>	
<b>SHI GS Project Manager Approval:</b>		<b>Date:</b>	10/25/19