Select the Schedule radio button to create a critical dates change request. When selected, a new window will open up. If the project has an existing schedule, it will display on the left side. If there is no schedule available, the left side will be empty. On the right side the new schedule details will be entered.

Select the appropriate workflow from the dropdown. Notice below the workflow is the Workflow sequence. This is a list of all of the reviewers that are part of the approval process for this change request. The reviewers are listed in sequential order. When an AD group is selected for the reviewer, users can click the name of the group to display its members.
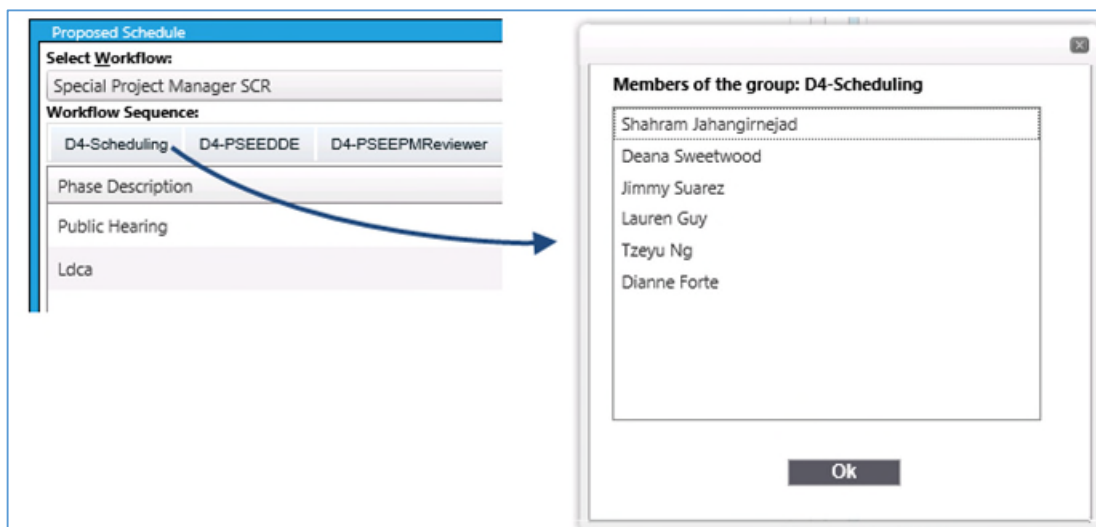
Next, select the reason for the CR from the dropdown. Enter the new date(s) in the appropriate fields. Dates can be manually entered or selected from the calendar pop up. Enter a description for the change request and click "Save" when complete. If no other changes are required, click "Close" to exit the window.

Figure 1 Critical Schedule CR