



Project Change Request

Project Information	
Agency Name:	DLNR – Hunter Education
Service Name:	Hunter Education and Records Management System
Date Requested:	10/18/2023
Requested By (Name and Title):	Darren Ogura
SOW Name:	DLNR-HunterEd- Hunter Education and Records Management System - SOW-AMD9
SOW ID Number:	DLNR.FY2023.001.A9
Change Request Number:	001

This Project Change Request (PCR) is subordinate to the Statement of Work (SOW) listed above. This PCR is subject to all terms and conditions thereof unless specifically designated as exceptions in this document.

Desired Functionality / Scope

The new ACT 52 was signed into law on June 2, 2023 that requires people to take a firearms safety course every 4 years to get a permit to purchase a firearm. Currently HunterEd displays the original date the hunter completed the course when printing out a certificate. Update HunterEd so the certificate will display the new completion date if the student takes the course again. This part of ACT 52 will take effect on January 1, 2024.

	Change Description	Estimated Hours	Cost	Target Completion Date
1.	Update the completion date on the HunterEd certificate to reflect the most recent class that was completed by the hunter. Update the letterhead on the 'Passed Letter'	Developer = 16h PM = 4 QA = 4	16 (hours) x \$140 (rate) = \$2,240 4 (hours) x \$150 (rate) = \$600 4 (hours) x \$100 (rate) = \$400	January 1, 2024
TOTALS		24	\$3,240.00	
TOTAL COST WITH GENERAL EXCISE TAX			\$3,392.67	

Agency requested changes must be tracked and managed by the agency's project manager through the following Change Management Process:

1. Agency prepares requirements and obtains internal approvals for the change(s).
2. Agency completes the Project Change Request (PCR) document and submits it to Tyler Hawaii.
3. Tyler Hawaii project team reviews PCR and determines level of effort, cost, and timeline to make the changes.

4. Agency reviews and accepts or denies the level of effort, cost, and timeline for completion.
5. If Agency chooses to resubmit PCR with revisions, the same process is followed.

Acceptance

This document and any attachments describe the requirements and features identified as changes requested for the system. The changes to the system will be accepted as complete when these requirements and features are implemented.

Tyler Hawaii will invoice the Agency the Total Amount due, not to exceed \$5,000.00 pre-General Excise Tax (GET), upon deployment of the changes requested into the production environment. Agency has 30 days from receipt of the invoice to make payment to Tyler Hawaii.

Date: Oct 26, 2023



Darren Ogura
Administrator
DLNR - HunterEd

Date: Oct 26, 2023



[Bertrand Ramos \(Oct 26, 2023 17:34 HST\)](#)

Bertrand Ramos
General Manager
Hawaii Information Consortium, LLC dba Tyler Hawaii

Date: Oct 27, 2023



[Douglas Murdock \(Oct 27, 2023 12:26 HST\)](#)

Douglas Murdock
Chief Information Officer
Office of Enterprise Technology Services
State of Hawaii

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