CHANGE REQUEST FORM

**SECURITY & PRIVACY
MADE EASY**

CHANGE MANAGEMENT FORM

CHANGE REQUESTOR INFORMATION

Full Name	<Full name of the person requesting the change>	**Contact Details**	<Email address, phone number, or any other relevant contact details>
Role/Designation	<Specify the requester's role or position>	**Department**	<Specify the requester's department>

CHANGE DETAILS

Change Request Number	<Assign a unique identifier for tracking purposes>	**Submission Date**	<Specify the date of change request submission>
Project/System Name	<Specify the name of the project or system for which the change is being requested>		
Purpose	<Explain why the change is necessary and what problem or improvement it addresses>		

CHANGE DESCRIPTION

<Provide a clear and concise description of the change being requested>

CHANGE IMPACT ASSESSMENT

<Describe the potential impact of the change on the project, including any risks or dependencies>

CHANGE TESTING

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<Specify the change testing scope, environments, resources, detailed test cases, schedule, procedures, and reporting>

CHANGE ROLLBACK & BACKUP PLAN

<Specify the conditions for rollback initiation, roles and responsibilities, step-by-step rollback procedures, testing, communication plan, and post-rollback activities>

CHANGE IMPLEMENTATION & SCHEDULE

Implementation Window	<Specify the preferred date for implementing the change>
Implementation Team	<Specify all the team involved in the change implementation>
Downtime Requirements	<Specify the expected downtime of the systems due to change implementation>

TECHNICAL DETAILS (if applicable)

Affected Components	<Specify the system modules, processes, or components impacted by the change>
Technical Requirements	<Outline any technical specifications or requirements associated with the change>

COST ESTIMATE (if applicable)

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Budget Impact	<Provide an estimate of any additional costs associated with the change>
Resource Requirements	<Identify any additional resources required for the implementation>

STATUS TRACKING (if applicable)

Status	<Track the status of the change request (e.g., Pending, Approved, Rejected>
Implementation Status	<Once approved, update the form with the progress of the change implementation>

ATTACHMENTS (if applicable)

<Allow for the attachment of supporting documents, such as diagrams, impact assessments, or relevant data>

CHANGE APPROVAL

Change Approved By	<Full name of the person approving the change>
Approval Date	<Document the date when the change is approved>

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