Change Request Form

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| **GENERAL INFORMATION** | | | | |
| **CR#** | [To be filled by Change Manager] | | | |
| **Request Title** |  | | | |
| **Requestor Name** |  | | | |
| **Current Version** |  | | | |
| **New Version** |  | | | |
| **Contact Information** |  | | | |
| **Description of Request** |  | | | |
| **Date Submitted** |  | | | |
| **Date Required** |  | | | |
| **Change Priority** | Low | Medium | High | Critical |
| **Reason(s) for Change** |  | | | |
| **Initial Impact Analysis** |  | | | |
| **Components Impacted** |  | | | |
| **Estimated Time Required** |  | | | |
| **Estimated Cost Required** | Recommended  Not Recommended [To be filled by Financial Controller] | | | |
| **Change Implementation** |  | | | |
| **Quality Assurance/Testing** |  | | | |
| **Comments and Recommendations** |  | | | |

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| **CHANGE CONTROL BOARD - DECISION** | | | | |
| **Decision** | Approved | Approved w/Conditions | Rejected | More Info |
| **Decision Date** |  | | | |
| **Decision Explanation** |  | | | |
| **Conditions** |  | | | |