

IT Change Request Form

*{The IT Change Request Form is provided as an example for documenting change request process.   
This documentation can implemented by using Sharepoint or other tools.}*

# IT Change Request

|  |  |
| --- | --- |
| Item | Description |
| Request # |  |
| Date |  |
| Priority  (Emergency, Urgent, Routine, Low) |  |
| Requesting Employee |  |
| Change Reason | *New deployment of hardware or software*  *New functionality of existing hardware or software*  *Security hardware or software fixes*  *Upgrade - hardware or software upgrades*  *Other – None of above.* |
| Change Description |  |
| Change Request Status  (date) |  |

Status:

* Open – CR received but has not been assigned for evaluation
* In-Progress – Scope and risk assessment is in progress.
* Approved – The assessments have been completed, preparing for implementation.
* Deferred – Out of IT budget or high risk, needs to be reviewed by Steering Committee
* Rejected – The change has been rejected.
* Implementation – Change Request is being implemented
* Closed – Implementation completed, the change request has been closed.
* Canceled – The change request has been canceled.

# Impact Evaluation

|  |  |
| --- | --- |
| Item | Description |
| Date |  |
| IT Manager |  |
| Risk Assessment |  |
| Cost Assessment |  |
| Purchase Requirements |  |
| Tests Requirements |  |
| Comments |  |

# Design and Planning

|  |  |
| --- | --- |
| Item | Description |
| Date |  |
| Designed by |  |
| Design Description |  |
| Implementation Plan |  |
| Testing Plan |  |
| Comments |  |

# Implementation

|  |  |
| --- | --- |
| Item | Description |
| Date |  |
| Implemented by |  |
| Final Configuration |  |
| Documents Updated |  |
| Comments |  |

# Results Evaluation

|  |  |
| --- | --- |
| Item | Description |
| Date |  |
| Evaluated by |  |
| Evaluation Methods |  |
| Evaluation Results |  |
| Comments |  |

# Form Revision History

|  |  |  |
| --- | --- | --- |
| Date of Change(s) | Revised by | Summary of Change(s) |
|  |  |  |
|  |  |  |
|  |  |  |