**Profle title**

**Summary**

Provide a brief summary of the change that was implemented and the work that was completed.

## 📋 Change details

|  |  |
| --- | --- |
| **Change request** | Type /link to add a ticket |
| **Status** | IN PROGRESS / DONE / OTHER |
| **Related issues** | Type /link to add tickets related to the change request |
| **Driver** | Describe the problem or incident that the change request addresses |
| **Impacted services** | List the services impacted by the change request |
| **Current blockers** | List any blockers to the change request and @ mention team members to assign follow-up tasks |
| **Service owner review** | @ mention the reviewer |
| **Technical review** | @ reviewers |
| **Reporter** | @ reporter |
| **Change approvers** | @ approvers |
| **Informed stakeholders** | @ stakeholders |

## Change plans

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Plan type** | **Description** | **Impact** | **Risk** | **Schedule** |
| TEST PLAN / BACKUP PLAN / ROLLBACK PLAN / OTHER | Describe and justify each step of the change plan | Describe the impact the plan will have on services | HIGH / LOW | Explain the change timeline and type // to add dates |
|  |  |  |  |  |
|  |  |  |  |  |

## 📸 Change implementation tasks

|  |  |  |
| --- | --- | --- |
| **Task type** | **Team** | **Description** |
| OUTAGE / NO IMPACT | e.g., Database systems | e.g., Database backups |
|  |  |  |
|  |  |  |

## 🗨 Communications

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Team** | **Escalation manager** | **Testing** | **Testing manager** | **Testing manager contact information** |
| e.g., Database systems | @ manager | REQUIRED / OPTIONAL | @ manager |  |

## ✅ Post-implementation review

|  |  |
| --- | --- |
| **Date** | Type // to add a date |
| **Requests for comments** | Type /link to add RFC plans you've created |
| **Service owner** | @ service owner |
| **Participants** | @ participants |
| **Review criteria** | List the issues participants need to discuss during the post-implementation review |
| **Lessons learned** | Describe the lessons learned during the post-implementation review |
| **Follow-up actions** |  |