CMS CHANGE MANAGEMENT REQUEST TEMPLATE

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| Change Management Information | | | |
| Client Name:\* | ADECO | | |
| Change Request Title:\* | GL Extractor Refundidor (xx\_extractor\_control) | | |
| Service Request No:\* | Cambio 1977 | | |
| Submitted by:\* |  | Submission Date: \*  (MM-DD-YYYY) | 2019-09-05 |
|  | | | |
| Change Description and Impact Analysis | | | |
| Proposed Change:\* |  | | |
| References for Change:\* |  | | |
| Change Type:\* | Scheduled | | |
| Justification Description:\* |  | | |
| Impact Statement: (Identify Services and applications that will be impacted):\* |  | | |
| Outage Required:  (Yes/No)\* | Choose an item. | | |
| Outage Duration\* |  | | |
| If Yes, has a scheduled downtime been completed in Nagios? \* | Choose an item. | | |
| Assigned Resource/Team |  | | |

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| Testing Strategy\* | | | | |
| Please give full details of the required system change. Include as much detail as possible (server/service names, network addresses, hardware/software details, reason for the change, etc.) | | | | |
| Tested in CRP1 | | | | |
| Action or Task | Staff Name  (CMS/Other) | Date and  Time of Task | Duration of Task | Expected Results |
|  |  |  |  |  |
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| Non-PROD Environment / Server: | Crp1 | Approved by: | lpaats | |
| Who tested the proposed change(s) \* | Choose an item. | | | |
| Back out plan and duration time to execute the plan: \* |  | | | |
| Back out plan tested  (if needed)? |  | | | |
| Security Review Needed: (yes/no) \* | Choose an item. | Approved by: |  | |
| *If yes, forward to Security Lead (*[secops@itconvergence.com](mailto:secops@itconvergence.com)*) for review.* | | | | |

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| Production Implementation\* | | | | |
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| Execute DESA12\_OK\_14FEBXX\_EXTRACTOR\_CONTROL.pkb | | | | |
| Action or Task | CMS Staff Name | Scheduled Date and  Time of Task | Duration of Task | Expected Results |
|  |  |  | 1 | Backup previous CR |
|  |  |  | 1 | File copied |
|  |  |  | 1 | Objects extracted |
|  |  |  | 5 | Objects backuped and custom installed |
|  |  |  |  |  |
| Scheduled Implementation Date & Time:  (MM-DD-YYYY) \* | 2019-09-05 | Duration of activity: | | 7 min |
| PROD Server Outage (Yes/No): \* | No | Restart of Host (Yes/No): | | No |
| Change Review Plan \*  (if appropriate): |  | | | |
| ITC Manager / Supervisor Approver: \* |  | | | |

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| Customer Approval Hierarchies | |  |
|  | Primary Contact | Primary Email Address |
| Server Setup, Outages, and Issues | **Lucas Carazzo** | lcarazzo[@adecoagro.com](mailto:pgallucci@adecoagro.com) |
| Database Setup, Outages, and Issues | **Pablo Gallucci** | [pgallucci@adecoagro.com](mailto:pgallucci@adecoagro.com) |
| Application Setup, Outages, and Issues | **Lucrecia Paats** | [lpaats@adecoagro.com](mailto:lpaats@adecoagro.com) |
| Functional Setup, Outages, and Issues | **Lucrecia Paats** | [lpaats@adecoagro.com](mailto:lpaats@adecoagro.com) |
| Development Setup, Implementation, and Changes | **Pablo Gallucci** | [pgallucci@adecoagro.com](mailto:pgallucci@adecoagro.com) |
| Network Outages | **Pablo Gallucci** | [pgallucci@adecoagro.com](mailto:pgallucci@adecoagro.com) |
| Other (Not Previously Defined) | **Lucas Carazzo** | lcarazzo@adecoagro.com |

***Related Policies & Procedures***

[Change Management Procedure](https://docs.google.com/document/d/185XCEacGRcmIOKHyhqJdx0M-8DAWFTzfVhSBjYMiBRI/edit)

[ITC Change Control Management Policy](https://docs.google.com/document/d/1MNZrDdByv4A3lSbSX9JKDBq3vzD97UtgxVApWfZPhhg/edit%22%20%22heading=h.gjdgxs)

[Change Exception Process](https://docs.google.com/document/d/1Q3AaCVL1dgKYEBR5R2LFaTf-DR6f3cpdCYBwmgUz_ss/edit)

***Aprobaciones:***