CMS CHANGE MANAGEMENT REQUEST TEMPLATE

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| Change Management Information | | | |
| Client Name:\* | ADECO | | |
| Change Request Title:\* | Datafix – Proceso de Inactivación de Sucursales Proveedores 2019 | | |
| Service Request No:\* | SD14672 | | |
| Submitted by:\* | Gallucci, Pablo Nicolás - IT Arg | Submission Date: \*  (MM-DD-YYYY) | 2019-12-16 |
|  | | | |
| 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.) | | | | |
|  | | | | |
| 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: |  | Approved by: |  | |
| 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\* | | | | |
| Please give full details of the required system change. Include as much detail as possible (hostname, server/service names, network addresses, hardware/software details, reason for the change, etc.) | | | | |
| |  | | --- | |  | | | | | |
| Action or Task | CMS Staff Name | Scheduled Date and  Time of Task | Duration of Task | Expected Results |
| RUN DF   * Ejecutar los DF en el orden que se encuentran en el archivo . zip adjunto. * Son 27 archivos, por ende se tienen que ejecutar 27 DF |  |  |  |  |
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|  |  |  |  |  |
| Scheduled Implementation Date & Time:  (MM-DD-YYYY) \* | 2019-11 -21 | 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:***

**De:** Guillermina Cerda <gcerda@Adecoagro.com>   
**Enviado el:** lunes, 9 de diciembre de 2019 22:20  
**Para:** Pablo Pannunzio <ppannunzio@Adecoagro.com>; Julieta Lods <jlods@Adecoagro.com>; Andrea Valeria Rodriguez <arodriguez@adecoagro.com>  
**CC:** Cecilia Maricel Alegre <calegre@Adecoagro.com>; Gladys Arzua <GARZUA@Adecoagro.com>; Laura Bibiloni <lbibiloni@Adecoagro.com>; Romina Lorena Borgo <rborgo@Adecoagro.com>; Carla Cabrera <ccabrera@Adecoagro.com>; Micaela Casalone <mcasalone@adecoagro.com>; Rocio Belen Ceballos <rceballos@Adecoagro.com>; Sandra Escudero <sescudero@Adecoagro.com>; Agustina Heredia <aheredia@adecoagro.com>; Federico Mazzanti <fmazzanti@adecoagro.com>; Florencia Piazza <fpiazza@adecoagro.com>; Alejandro Rubio <arubio@Adecoagro.com>; Maria Florencia Vecchio <mfvecchio@Adecoagro.com>; Rodrigo Stella <rstella@Adecoagro.com>; Victoria Costa <lvcosta@adecoagro.com>; Maria Eugenia Garrone Chiozza <mgarrone@adecoagro.com>; Santiago Miraval <smiraval@Adecoagro.com>; Hernan Rodriguez <HRodriguez@Adecoagro.com>; Lucas Braunstein Bayer <lbayer@Adecoagro.com>; Cecilia Schiavone <cschiavone@adecoagro.com>; Clarisa Torres <ctorres@Adecoagro.com>; Fernando Lo Tartaro <flotartaro@Adecoagro.com>; Alejandro Baracca <abaracca@Adecoagro.com>  
**Asunto:** RE: Inactivación de Proveedores 2019 (Sucursales)

OK Pablo

Gracias!

Saludos,

**Guillermina Cerdá**

**Tesorería**

**TEL** +54 11 4836.8600  **DIR** +54 11 4836.8818

Fondo de la Legua 936  
B1640EDO | Martínez | Buenos Aires | Argentina

[adecoagro.com](http://adecoagro.com/)

cid:image002.jpg@01D49DD7.56139380