

FORM-001

Change Request Form

Form ID:	FORM-001	Version:	1.0
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Change Request Number:	CR-YYYY-XXXX
Requested By:	
Date Submitted:	YYYY-MM-DD
Priority:	Critical High Medium Low
Change Type:	Software Hardware Documentation Process

Description of Change

Business Justification

Impact Assessment

Affected Systems:	
Risk Level:	Low Medium High
Downtime Required:	Yes No Duration: _____

Approvals (Electronic Signatures Required)

Role	Name	Signature	Date
Development		[DocuSign]	
Lead			
QA Lead		[DocuSign]	
Quality		[DocuSign]	
Manager			

Instructions:

1. Create GitHub Issue using this template
2. Attach this form to the issue
3. Send for electronic signature via DocuSign
4. Archive signed PDF to SharePoint