|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Existing Concept / Logic / Clause / System: |  | | | | |
| Proposed Change / System : | {New Requirements} | | | | |
| Justification for Change: |  | | | | |
| Initiator Approval |  | |  | |  |
| Name | | Signature | | Date |
| Functional Owner / Department head of initiator Approval |  | |  | |  |
| Name | | Signature | | Date |
| Category of Change | System | | | Documentation | |
| Minor  Major | | |
| **Impact Assessment** | | | | | |
| Is this change feasible? | |  | | | |
| Impact on Code/Configuration | |  | | | |
| Testing Strategy | |  | | | |
| Impact on any other existing functionality *(Specify if any financial impact)* | |  | | | |
| Validation and Documentation Impact | |  | | | |
| Training Required | |  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Approval For Development** | | | |
|  |  |  |  |
| Name – Technical Owner | Designation | Signature | Date |
|  |  |  |  |
| Name – Functional Owner | Designation | Signature | Date |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Summary of activity/Performed | |  | | | |
| Is this change Implemented? | | Yes  No | ***(Reason if no is selected)*** | | |
| **Approval for Financial Impact** *(If any)* | | | | | |
|  | |  | |  | |
| Name & Designation | | Signature | | Date | |
| **Approval For Implementation** | | | | | |
|  |  | | |  |  |
| Name – Technical Owner | Designation | | | Signature | Date |
|  |  | | |  |  |
| Name – Functional Owner | Designation | | | Signature | Date |
| **Approval For Completion/Closure** | | | | | |
|  |  | | |  |  |
| Name – Technical Owner | Designation | | | Signature | Date |
|  |  | | |  |  |
| Name – Functional Owner | Designation | | | Signature | Date |