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| ***CHANGE REQUEST INITIATION:*** Originator: \_\_\_\_Automation Team \_\_\_\_\_\_\_\_\_\_\_  Date Submitted: DATE\_FIELD System/Product/Service Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_MA-HIX SLO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ***Environment(s)* \_\_\_\_\_\_\_\_\_\_\_\_\_ ENV\_NAME** |
| ***CONFIGURATION ITEM:*** HCentive: \_\_\_ Config: \_ Reporting\data: \_\_\_ Hardware: \_\_\_ OS: \_\_\_ DDI tool: \_\_\_ QA tool: \_\_\_ Other: \_\_\_\_\_ property value change\_\_\_\_\_\_\_\_\_\_ |
| ***CHANGE TYPE:*** Client New Requirement: \_\_\_ Client Requirement Change: \_\_\_ Environment Change: \_YES\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ***REASON:*** Compliance: \_\_\_ Security: \_\_\_ Performance: \_\_\_ Customer Request: \_\_\_ Defect: \_\_\_\_\_\_ Other:\_ |
| ***PRIORITY:*** Emergency: \_\_\_\_ Urgent: \_ \_YES\_\_\_ Routine: \_\_\_\_\_\_ ***Date Required: \_\_\_*** |
| ***Risk:*** High: \_\_\_\_\_ Medium: \_\_\_\_\_\_ Low: \_\_\_\_\_\_ |
| ***CHANGE Justification:*** *(Why should we do this during the lock down period)*  ***Date Change t*** |
| ***CHANGE DESCRIPTION:*** *(Detail functional and/or technical information. Attach document with detailed steps and who is doing each step)*  Change the **ENV\_NAME** Environment Date as mentioned below in App / DB /Batch Server.  Date Change : DATE\_FIELD |
| ***Change Impact:*** *(A detailed listing of all components that might be impacted by this change and how.)* |
| ***Risk Mitigation Plan:*** *(Detail how we minimize the risk of impacting the customer.)*  ***N/A*** |
| ***Roll Back Plan:*** *(Detail how we roll back the changes if it has undesirable effect and how long the roll back will take.)* |
| ***Change Window* Start Time End Time Date** Change \_\_\_\_\_ASAP\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Total Hours: \_\_\_\_\_\_\_\_** |
| ***APPROVALS:*** Change Approved: \_\_\_\_\_\_ Change Not Approved: \_\_\_\_\_\_ Hold \_\_\_\_\_\_  1. Project Leadership \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  2. Optum Leadership \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  3. Client \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ |