This document must be completed before any changes to *{OrganisationName}* information processing systems can be implemented. The use of this document is described in [ISMS-C DOC 12](file:///Users/matous/Desktop/QT/ISO27001-FastTrackToolkit-v1.0%20copy/Controls/ISMS-C_DOC_12.docm).

|  |
| --- |
| Date *[DD/MM/YYYY]* |
|  |
| Name of person originating request: |
|  |
| Change request log number |
|  |
| Change Request – Description of change |
|  |
| System or information asset (identify all software, information, database entities and hardware that might require amendment) to be changed (target) |
|  |
| Detail of change(s) required |
|  |
| Business case/benefits for change (including ROI) if relevant |
|  |
| Technical case for and against change (include costs and time required and any scheduling issues) |
|  |
| Risk assessment outcome (ie risks identified) |
|  |

|  |
| --- |
| Impacts of Change |
|  |
| Controls required |
|  |
| Fall back procedures |
|  |
| Priority |
|  |
| Approval (signature and date) |
|  |
| Allocation of Work (who has to do what) |
|  |
| Date Allocated |
|  |
| Testing plan drawn up, executed, exceptions identified and rectified, re-tested, satisfactory – signed off by [Head of System Testing] and [Change Manager] and [Information Security Manager]. |
|  |
| Date Completed |

***Document Owner and Approval***

The {ChangeManager} is the owner of this document template and is responsible for ensuring that it is reviewed as required by the ISMS.

Signature: Date:

**Change History Record**

|  |  |  |  |
| --- | --- | --- | --- |
| Issue | Description of Change | Approval | Date of Issue |
| 1 | Initial issue | <Manager> | Xx/yy/zz |
|  |  |  |  |
|  |  |  |  |