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# change request form

The following table represents a possible change request form

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| Change request form | | | | | |
| Type of change  New content / updated content | | Change Request Identifier | | Unique identifier | |
| Change Requestor | Name and email | Change Request Date | | Date | |
| Change Priority | High/Medium/low | | | | |
| Desired Change | Details of the change – inc content identifier | | | | |
| Change Rationale/Impact | Reason for change | | | | |
| Admin and monitoring | | | | | |
| Change Status: |  | **Activities:** | Person responsible | | Doc # |
| Request Approval | Yes/No | Development | Developer /author name and email | | |
| Approved by | Name | **Testing** | | | |
| Issued for development | Yes/No | Development testing | Tester name | | Unique identifier for test report (s) |
| Migrated to test environment | Date | Test environment testing | Tester name | | Unique identifier for test report (s) |
| Migrated to live environment | Date | Live environment testing | Tester  name | | Unique identifier for test report (s) |
| Sign off | | | | | |
| Acceptance sign off | Name and title | | | | |
| Acceptance date | Date | | | | |

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