

**Information Technology Services
Change Management Request Form**

CH 123 requested on
1/7/2022 by Business
Owner Harvey Jones.
Change authorized by
Melissa Smith.

Change Description/ Change Request Filename: MedTech Industries - CorpLaw					
HDO/Change Request No.:	123	Project: CorpLaw			
Requested by:	Harvey Jones		Date: 1/7/2022		
Department/ location	USA		Telephone: 123-456-7890		
Description of the change: Add sort feature to caseload summary page					
Change needed by (date): 2/4/2022					
Reason for the change Need to sort to be able to prioritize caseloads by lawyers					
Requestor Sign off:	Harvey Jones, Head of Law Department				
Approval of Request:	Melissa Smith, CorpLaw Dev Team Leader				
Change Impact Evaluation					
Change Type	X	Application	Database		
		Hardware	Procedures		
		Network	Security		
		Operating System/Utilities	Schedule Outage		
Change Priority		Urgent	Change Impact	Minor	
		High		X	Medium
	X	Medium			Major
		Low			
Environment(s) Impacted:	Production				
Resource requirements: (personnel , h/w, s/w)	CorpLaw dev team				
Test Plan Description	Develop sort feature in DEV environment, test in QA and obtain UAT from Harvey Jones.				
Rollback Description	Revert back to original application				
Change Approval or Rejection				Development and testing performed in separate environments. Change approved on 1/15/2022, two weeks before implementation on 1/27/2022.	
Change Request Status	X	Accepted	Rejected		
Comments: Request approved due to business need					
Change scheduled for (date):	1/27/2022				
Implementation assigned to (names): Rex Johnson					
Change Control Committee Sign off:	Larry Yeo, Change Advisory Board Chair			1/15/2022	
Change Implementation					
Staging test results: No issues noted during staging. Matt Sims developed and tested change with requestor, Harvey Jones.					
Implementation test results: Enhancement (sort feature) successfully implemented. Harvey Jones accepted in UAT.					
Date of Implementation	1/27/2022				
Implementer Sign Off	Rex Johnson, Implementer		Date	1/27/2022	