

**Information Technology Services  
Change Management Request Form**

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

<b>Change Description/ Change Request Filename:</b> 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: <b>Add sort feature to caseload summary page</b>					
Change needed by (date): <b>2/4/2022</b>					
Reason for the change: <b>Need to sort to be able to prioritize caseloads by lawyers</b>					
Requestor Sign off:		Harvey Jones, Head of Law Department			
Approval of Request:		Melissa Smith, CorpLaw Dev Team Leader			
<b>Change Impact Evaluation</b>					
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:		<b>Production</b>			
Resource requirements: (personnel , h/w, s/w )		<b>CorpLaw dev team</b>			
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			
<b>Change Approval or Rejection</b>					
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	
<b>Change Implementation</b>					
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

Development and testing performed in separate environments. Change approved on 1/15/2022, two weeks before implementation on 1/27/2022.