

Reference Number:	FORM-008	Title:	TRE Request for Change	Version:	1.1
Owner:	Information Security Manager,	Effective Date:	19 Oct 2018	Review Date:	19 Oct 2020

RFC Number (TRE-RFC-xxx)	
RFC Status (Open/Closed)	

The purpose of this form is to capture the relevant information about a proposed change to the Trustworthy Research Environment, and for the completed form to be reviewed as part of the TRE Change Control procedure. This completed form is termed the 'Change Request'. It is only those changes having a pre-defined impact on the TRE that require a Request for Change (RFC) to be produced.

A change can be an update, modification, replacement or removal of a TRE Asset, most notably the core TRE infrastructure (cloud hardware and software).

Changes to the TRE originate from either: 1) An existing TRE Project (for example, an increase to the project's data storage quota) or 2) Planned/Unplanned Maintenance or Development (for example, replacing a firewall device).

The full definition of TRE Changes can be found in document SOP-03-08 TRE Change Control. This document also describes the Threats that a change can pose to the TRE service and the CIA of its data. It also describes the different levels of Impact and Likelihood associated with that Change Threat.

Change Details						
Source of the RFC (TRE Project or Maintenance/Development)	Define the main security threat associated with conducting the change	Define the Impact level this threat has on the TRE and its Data	Define the Likelihood of this threat occurring	Priority E = Emergency, needs doing immediately H = High, needs doing within 48 hours M = Medium, needs doing within 5 days L = Low (specify required completion date)	Description of the Change (Reason/Justification)	Is testing required? (Yes/No – provide details)

Change Review and Approval				
Review Start Date	Change Owner	Reviewers (if different from the TRE Project Board)	Review Comments/Issues/Decisions. State approval reasons.	Approval Date

Change Closure Checklist					
Change Closure Date	Asset Register Updated?	Change Reviewers Notified?	Risk Register Updated (check Potential Future Risks)?	ISMS Documents Modified/Created?	Final Comments