

## Request for Information System Maintenance Form

ISCR #: \_\_\_\_\_

**CHANGE REQUEST INITIATION:**

Originator: \_\_\_\_\_ Phone#: (\_\_\_\_) \_\_\_\_\_

Date Submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_

System Name: \_\_\_\_\_ Version Number: \_\_\_\_\_

**CONFIGURATION ITEM:** Software: \_\_\_\_\_ Documentation: \_\_\_\_\_

**CHANGE TYPE:** New Requirement: \_\_\_\_ Requirement Change: \_\_\_\_ Design Change: \_\_\_\_ Other: \_\_\_\_

**REASON:** Legal: \_\_\_\_ Business: \_\_\_\_ Performance Tuning: \_\_\_\_ Defect: \_\_\_\_

**PRIORITY:** Emergency: \_\_\_\_ Urgent: \_\_\_\_ Routine: \_\_\_\_ **Date Required:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**CHANGE DESCRIPTION:** *(Detail functional and/or technical information. Use attachment if necessary.)*

**Attachments:** Yes / No

**TECHNICAL EVALUATION:** *(To be completed by ICT-Manager / IT Staff. Use attachment if necessary.)*

Received by: \_\_\_\_\_ Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Assigned to: \_\_\_\_\_ Date Assigned: \_\_\_\_/\_\_\_\_/\_\_\_\_

Information System (s) Affected:

Modules/Screens/Tables/Files Affected:

Additional Details: