Change Request Template

# Instructions:

Replace all bracketed guidance and examples. Delete this instruction box before sharing. Use UK English for dates (e.g., 22 August 2025). Keep this document under version control with your code/config.

# 1. Metadata

* **Change ID:** [e.g., CM-2025-001]
* **Title:** [Short, action-oriented; e.g., “Introduce ‘orders\_v2’ schema with currency normalisation”]
* **Requester / Team:** [Name, team]
* **Date of Request:** [DD/MM/YYYY]
* **Target Change Window:** [Start → End, incl. timezone]
* **Linked Work Items:** [Tickets/PRs/Incidents/RFCs]
* **Change Type:** [Standard, Normal, Emergency]
* **Data Classification:** [e.g., Public / Internal / Confidential / Restricted]
* **Environment(s):** [Dev / Test / Staging / Prod / Region(s)]

# 2. Business Rationale

[Why is this needed? What value does it deliver (customer, cost, compliance, performance)?]

**Success Criteria (business-level):**

* [e.g., Marketing dashboard aligns to unified currency by next release]
* [e.g., Compliance extract meets new schema requirements]

# 3. Scope & Artefacts

* **In-scope:** [Jobs, pipelines, tables, schemas, APIs, configs, infrastructure components]
* **Out-of-scope:** [Explicitly state exclusions]

**Artefacts touched (tick all that apply):**

Code - Path(s): [...]

Config - Path(s): [...]

Data Model / Schema - Objects: [...]

Infrastructure / IaC - Modules: [...]

Secrets / Credentials (rotations/refs only)

Documentation / Runbooks

# 4. Architecture & Dependencies

**Current flow (summary):** [Brief description or link to diagram]

**Proposed flow (summary):** [Brief description or link to diagram]

**Upstream dependencies:** [Systems/topics/tables]

**Downstream consumers:** [Dashboards, extracts, ML models, partner feeds]

# 5. Impact Assessment

Rate Likelihood and Impact (Low / Medium / High). Provide reasoning.

* Performance / Latency: [L/M/H] - Notes: [...]
* Throughput / Capacity / Cost: [L/M/H] - Notes: [...]
* Data Quality / Integrity: [L/M/H] - Notes: [...]
* Security / Privacy (PIA): [L/M/H] - Notes: [...]
* Compliance / Audit: [L/M/H] - Notes: [...]
* Operational / Support Load: [L/M/H] - Notes: [...]

Blast Radius Summary: [Who/what breaks if this goes wrong? How is it contained?]

# 6. Testing & Evidence Plan

Test layers (tick + link evidence):

Unit tests - Path: [...] - Results: [...]

Contract / Schema tests - Path: [...] - Results: [...]

Integration tests (with real deps in containers) - Path: [...] - Results: [...]

End-to-end smoke - Path: [...] - Results: [...]

Data quality checks (null/dup/constraint) - Path: [...] - Results: [...]

Performance test (baseline → target) - Results: [...]

**Golden Dataset:** Location: [...] - Expected aggregates: [rows, sums, distincts]

**Security Scan(s):** [Tool & result links]

**Defect Tracking:** [Link to issues found + regression tests]

# 7. Rollout Plan

Deployment approach:

Canary

Parallel write

Blue/Green

Single cut-over

**Steps:**

1. [...]
2. [...]
3. [...]

**Preconditions / Freeze windows:** [...]

**Operational Runbook link:** [...]

# 8. Monitoring & Success Metrics

Define thresholds that must hold after release (rollback if breached).

* Error rate: [e.g., < 1% over 5 minutes]
* p95 latency: [e.g., < 300 ms for job/API]
* Queue depth / lag: [e.g., stabilises within 10 minutes]
* Reconciliation delta to source of truth: [e.g., ≤ 0.5%]
* Business KPI(s): [e.g., orders processed/minute ≥ baseline]

**Dashboards / Alerts:** [Links]

**On-call / Contacts:** [Names, rota]

# 9. Rollback Plan (Tested)

**Trigger conditions:** [Which thresholds or failure modes cause rollback?]

**Procedure:**

1. [...]

2. [...]

3. [...]

**Data implications:** [Backfill required? Consistency fix?]

**Rollback test evidence:** [Link to rehearsals or staging runs]

# 10. Communication Plan

**Audiences & messages:**

* **Engineering:** [Technical delta, migration steps]
* **Business / Analysts:** [Report impacts, cut-over timing]
* **Governance / Audit:** [Controls passed, evidence location]

**Channels & timeline:** [E-mail/Slack/Change calendar; pre-announce, T–24h, T–1h, T+post]

**Owner(s):** [...]

# 11. Approvals

**Technical Reviewer:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Product / Business Owner:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Data Governance / Security (if applicable):**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# 12. Audit Evidence Log (add links)

|  |  |
| --- | --- |
| Artefact | Link |
| PR(s) |  |
| Build(s) |  |
| Deploys(s) |  |
| Test Reports |  |
| Monitoring snapshots |  |
| Incident/defect tickets (if any) |  |
| Final sign-off |  |

# 13. Post-Change Review (to be completed after deployment)

**Outcome vs success criteria:** [Met/Partially/Not met + notes]

**Observed risks / incidents:** [Summary + links]

**Actions / follow-ups:** [Tickets + owners + dates]

**Documentation updated:** [Links]

# 14. Version Control

|  |  |  |
| --- | --- | --- |
| Version Number | Changes | Date |
| 1.0 | [List of changes] | DD/MM/YYYY |
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