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|  | Change Request Form |

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| **Change Request Number:** | **001** |
| **Date and time form completed:** | Feb 19 2017 10:00 PM |
| **Requesting individual** | Charlton Trezevant |

**II. Request Type (check only one)**

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|  |  |  |  |  |
|  | X | **Routine** |  | **Emergency** |
|  |  |  |  |  |

**III. Request Details**

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| Change Request Summary for System: *web.hal.corp.local* |
| The system's root (administrator) password requires changing, in order to ensure the continued security of the service. | |
| *Provide a brief summary of the work to be performed.* | |

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| Change Request Details |
| There is no rollback plan necessary for a routine administrator password change. Should the password need to be changed back for any reason, the password may be reset to the previous one. | |
| *For routine changes, provide a Roll Back Plan or a business-case justification of not having a plan.*  *For emergency change, justify the use of emergency change procedures in this case.* | |

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| Impact Analysis / Outcome |
| Changing the root password will improve the overall security of the system by ensuring that unauthorized access to the privileged system account is prevented. |
| *For routine changes, provide a statement of perceived impact to services or capabilities*  *For emergency change, document the outcome of the change.* |

**IV. Approval**

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| Decision (Management Only) | | | | |
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|  |  | Approved |  | Rejected |
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|  |  | Approved with modifications |  | Deferred |
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| Regional or Divisional Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Change Control Manager:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |