

Aston Technologies

Change Management Request Form

Change Description/ Change Request Filename:					
Change Request No.:		Project: IP SLA Change			
Requested by:		Date:		6/24/2025	
Department/ location		IT Department		Telephone: 111-111-1111	
Description of the change: to create configurations on the edge router so that if ISP 1 fails, the edge router automatically uses ISP 2.					
Change needed by (date): 7/1/2025					
Reason for the change: new backup ISP was installed in one of our branch offices, so automatic failover should be established for redundancy.					
Requestor Sign off:					
Approval of Request:					
Change Impact Evaluation					
Change Type		Application		Database	
		Hardware		Procedures	
	X	Network		Security	
		Operating System/Utilities	X	Schedule Outage	
Change Priority		Urgent	Change Impact	X	Minor
		High			Medium
	X	Medium			Major
		Low			
Environment(s) Impacted: edge router configs					
Resource requirements: (personnel, h/w, s/w) Login information for the edge router.					
Test Plan Description: During a scheduled outage, momentarily shutdown the port connected to ISP 1 to test the automatic failover.					
Rollback Description: Change the static route to ISP 1 to no longer track the IP SLA reachability of ISP 1.					
Change Approval or Rejection					
Change Request Status		Accepted		Rejected	
Comments:					
Change scheduled for (date):					
Implementation assigned to (names):					
Change Control Committee Sign off:					