

Aston Technologies

Change Management Request Form

Change Description/ Change Request Filename:				
Change Request No.:	Project: Onboarding a New vEdge			
Requested by:		Date:	7/15/2025	
Department/ location	IT Department	Telephone:	111-111-1111	
Description of the change: perform the initial configurations on the new vEdge device. Add the new vEdge device to vManage.				
Change needed by (date): 7/22/2025				
Reason for the change: we are onboarding a new office and are integrating it with our SD-WAN network.				
Requestor Sign off:				
Approval of Request:				
Change Impact Evaluation				
Change Type		Application		Database
	X	Hardware		Procedures
	X	Network		Security
		Operating System/Utilities		Schedule Outage
Change Priority	X	Urgent	Change Impact	Minor
		High		Medium
		Medium		X Major
		Low		
Environment(s) Impacted: there is a new device in vManage.				
Resource requirements: (personnel, h/w, s/w) Logins vManage, vBond, and vSmart.				
Test Plan Description: From the new vEdge, ping vManage, vBond, and vSmart. Make sure that the new vEdge is OMP peering.				
Rollback Description: Factory reset the new vEdge.				
Change Approval or Rejection				
Change Request Status		Accepted		Rejected
Comments:				
Change scheduled for (date):				
Implementation assigned to (names):				
Change Control Committee Sign off:				