Aston Technologies

Change Management Request Form

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| 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: | | | | | | | | |