# Business Owner Approval - Server & Database Patching

Dear [Business Owner],  
  
We are planning to apply the latest OS and Database patches to ensure security, stability, and compliance for the following systems. Kindly review the details below and provide your approval.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Server Name | Database Name | Business Owner | OS Version | New OS Patch | Tester Name | Database Version | Current DB Patch | New DB Patch | Server Restart Required? | Patch Window (Start Day/Time) | Business Owner Sign-Off |
| Server 1 | Qprime | [To be filled] | Windows 2016 | Feb 2025 Patch | [To be filled] | SQL Server 2016 | SP3 GDR (13.0.6430.1) | SP3 GDR (13.0.6455.2) | YES | [To be scheduled] | ✅ / ❌ |
| Server 2 | Finance | [To be filled] | [To be filled] | [To be filled] | [To be filled] | [To be filled] | [To be filled] | [To be filled] | YES | [To be scheduled] | ✅ / ❌ |
| Server 3 | Niche | [To be filled] | [To be filled] | [To be filled] | [To be filled] | [To be filled] | [To be filled] | [To be filled] | YES | [To be scheduled] | ✅ / ❌ |
| Server 4 | Payroll | [To be filled] | [To be filled] | [To be filled] | [To be filled] | [To be filled] | [To be filled] | [To be filled] | YES | [To be scheduled] | ✅ / ❌ |
| Server 5 | HRMS | [To be filled] | [To be filled] | [To be filled] | [To be filled] | [To be filled] | [To be filled] | [To be filled] | YES | [To be scheduled] | ✅ / ❌ |

### Notes & Next Steps

✅ Approval Required: Please confirm your approval by marking ✅ or ❌ in the Sign-Off column.

✅ Downtime Consideration: Since server restarts are required, we recommend scheduling the patching during a low-impact window.

✅ Testing & Validation: A tester will validate the patch before marking it complete. If you have a dedicated business tester, please provide their name.

💡 Action Required from You:

- Review the patching plan and confirm if you have any concerns.

- Provide the names of any business testers if applicable.

- Approve or reject the plan for each database.

Let us know if you need any changes.  
  
Thanks,  
[Your Name]  
DBA Team