**Move CORPFS to PAG Comms Room**

1. **BUSINESS CASE**

Due to the network being decommissioned from the Metro Valley building the server CORPFS is required to move to a more suitable location. There was potential risk that the move would cause the machine to become unstable and during the move the server would be unavailable.

1. **APPROVAL**

This was a necessary change, and approval was given by Shane.

1. **DOCUMENTATION**

People involved are Michael Spence and Shane Pearce.

1. **TEST PLAN**

No Test plan implemented

1. **IMPLEMENTATION**

Inform staff that the server is to be moved.

Before removal, check which users still connected.

Inform current users, that server being moved and to close connections

Shut down server cleanly and power off.

Move server, repower and connect to network

Verify network connectivity

1. **REVIEW**

Computer move was successful and all parties involved have experienced minimal down time (approx. 20min), which occurred after working hours.

Note: It is proposed that the minimum criteria for creating one of these documents are that the change involves at least a day’s work or costs in excess of $10,000. Alternatively, where the business impact of a change could potentially affect more than 10 users (such as a change in Group Policy) then this process should be followed. This is yet to be confirmed.