**<<Project>>**

1. **BUSINESS CASE**

Justification for the change. Identify any risks.

1. **APPROVAL**

Who has approved the expenditure/change to take place. Copy of Capex?

1. **DOCUMENTATION**

Detail of the change to take place. Personnel involved – in general terms.

1. **TEST PLAN**

How the change(s) will be tested prior to implementation. Detail approvals to be received.

1. **IMPLEMENTATION**

Detailed procedure to implement the change(s). Details of time, actions and where appropriate Fall Back plan.

1. **REVIEW**

Confirmation that affected parties are satisfied. Details of any Lessons learned for future reference.

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.