

Standards for CAB approval or rejection of a change

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Purpose

The purpose of this document is to define the standards used by the Change Advisory Board (CAB) to approve or reject a High Risk change record.

Standards for CAB approval or rejection

Below are the various scenarios which would cause the CAB to reject a change.

Related to implementers

Key resources (DBA, Middleware) were not informed of their roles and responsibilities in the deployment or resource availability was not confirmed Altering the implementation date/time without confirming with the key implementation resources. Adding additional steps or tasks to the implementation plan after the implementation team has approved.

Configuration Item (CI) Related Criteria

A Configuration Item has not been properly identified as being impacted by the change and/or the product owner has not been made aware. The proposed change is scheduled outside the approved maintenance window for one or more of the affected CIs without explicit authorization from the respective CI owners. The change request does not clearly specify which applications may be affected/impacted by the change. The proposed change conflicts with a higher priority change but has not received proper alignment and coordination from the product team responsible for the higher priority change

Release Calendar Related Criteria:

Not adhering to the safe guarded release guidelines. A Release or Change was scheduled for a patch Sunday without aligning with the Product team(s) deploying the patch, considering dependencies, deployment order, and potential interactions between changes

Version History

Version

Modified Date

Approved Date

Approved By

Reason/Comments

1.0.0

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Jonathan Weiss

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