***Change Control*** <Give the information about who creates/modify the document>

|  |  |  |
| --- | --- | --- |
| Version | Date YYYY-MM-DD | Created/Modified by |
|  | <date> | *<user>* |
|  |  |  |
|  |  |  |

***Approval*** <Give iniormation about who has approved that the change is ready for deploy to production>

|  |  |
| --- | --- |
| Function | Name |
| **Deployment requestor**  *(BS Change owner)* | <user> |
| **Business requester**  *(Requester of Change)* | <business\_requester> |
| **Other if needed for approval**  *(Fx person from BRM, BCM, ITS etc)* | N/A |
| **BS EDI QA Approvers**  **– see Minutes from Deploy Approval meeting** | |

***Description of change for deploy*** <Give requested information for the specific change >

***Planning***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Data | Description | | | | | | Comment |
| **System** |  | | | | |  | |
| **Change Number** |  | | | **SRQ Number** | <srqno> |  | |
| **Deploy date YYYY-MM-DD** <date> | | | **Effective date** <if deviating from deploy date> **YYYY-MM-DD** <date> | | | | |
| **Service window** | | **If disruptive service window:**  **Service window requested at IT Helpdesk? Yes** | | | | | |
| **Expected increase in Volume** | | 0 per | | | | | |
| **Impact** | | Please update Cherwell with Impact instead | | | | | |
| **Impact Area** | | Please update Cherwell with Impact Area instead | | | | | |
| **Risk level** | | Please update Cherwell with Risk Level instead | | | | | |

***Preparation***

|  |  |
| --- | --- |
| Data | Description |
| **Description of change**  (*Short description / summery for the change)* |  |
| **Description of UAT test**  *(Select short description of UAT test from the provided options.*  *Test scenario document must as well be uploaded to Sharepoint deploy folder)* | **Tested End-to-end**  **Production data reprocessed**  **Manually edited files involved**  **Other:** |
| **UAT Approver Name**  **UAT Approved (Y/N)** | **Please update Cherwell with this** |

***Execution***

|  |  |  |
| --- | --- | --- |
| Data | Description | |
| **Files used for deploy**  *(List and name the Resource tag, SQL files for SI deploy ,name of SOP)* | <si>  <file1>  <lw>  <file2>  <file3>  <file4> | |
| **What has been updated?**  *(List all script, conf, maps, etc that are updated)* |  | |
| **Special consideration for deploy to QA** | **Yes** | N/A |
| **Sanity check**  *(Mandatory for risk level High & Medium)* | N/A | |
| **Rollback**  *(Describe rollback plan and refer to rollback script attached)* | If Rollback required please remove all items above.  **Rollback script:** | |
| **Rollback script tested on test environment? Yes** | | |