

**Information Technology Services  
Change Management Request Form**

CH 150 requested on  
2/7/2022 by Business  
Owner Harvey Jones.  
Change authorized by  
Melissa Smith.

<b>Change Description/ Change Request Filename:</b>					
HDO/Change Request No.:		150		Project:	
Requested by:				Date:	
Department/ location				Telephone:	
Description of the change:					
Change needed by (date):					
Reason for the change					
Requestor Sign off:		Harvey Jones, Head of Law Department			
Approval of Request:		Melissa Smith, CorpLaw Dev Team Leader			
<b>Change Impact Evaluation</b>					
Change Type		Application		Database	
		Hardware		Procedures	
		Network		Security	
		Operating System/Utilities		Schedule Outage	
Change Priority		Urgent	Change Impact		Minor
		High			Medium
		Medium			Major
		Low			
Environment(s) Impacted:					
Resource requirements: (personnel , h/w, s/w )					
Test Plan Description					
Rollback Description					
<b>Change Approval or Rejection</b>					
Change Request Status		<input checked="" type="checkbox"/>	Accepted	<input type="checkbox"/>	Rejected
Comments:		Emergency Change 150 approved within 24 hours of implementation. However, it was not approved by IT Director Scott Trist. Additionally, no evidence of CAB approval was provided within five days. <b>Exception noted.</b>			
Change scheduled for (date):					
Implementation assigned to (names):					
Rex Johnson					
Change Control Committee Sign off:		Harvey Jones, Head of Law Department			
<b>Change Implementation</b>					
Staging test results:					
Pass					
Implementation test results:					
Pass					
Date of Implementation		2/7/2022			
Implementer Sign Off		Rex Johnson, Implementer		Date	2/7/2022