CHANGE REQUEST FORM

**Part I - Change Request**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CRF No. :** | | **CRF Date :** dd-Mmm-yyyy | | **Change Type\* :** |
| **Change Category\*\* :** | | **Project Name :** | | **Originator** (Name & Sign) **:** |
| **Affected Area/s**  **:** | | | |  |
| **Change Description :** | | | | |
| **To be filled by Change Authority** | | | | |
| **Change Authority** (Name & Sign.) **:** |  | | | |
| **Authorized :** | **Yes**  **No** | | **Date :** dd-Mmm-yyyy | |
| **Comments :** | | | | |

\* **Emergency Change** - Change that must be introduced as soon as possible. A high impact change, created in response to an urgent situation, for example to resolve a Major Incident

**Standard change -** Standard Changes are pre-approved changes that are considered relatively low risk, are performed frequently, and follow a documented (and Change Management approved) process

**Normal Change** - A normal change refers to changes that must follow the complete change management process. Normal changes are often categorized according to risk and impact to the organization/business.

\*\* **Adaptive** - RFC reflects an enhancement over the approved project functionality

**Perfective** - RFC results in no functional change, but a more efficiently maintained configurable item

**Corrective** - RFC corresponds to a deviation from approved functionality (viz. a bug)

**Part II - Status**

| **Status** | **Date** | **Initials** | **Remarks** |
| --- | --- | --- | --- |
| Received by Implementation Authority # | dd-Mmm-yyyy | <First Name>, <Last Name Initial> |  |
| Returned for clarification |  |  |  |
| Refused (without analysis) |  |  |  |
| Analyzed |  |  |  |
| Rejected (after analysis) |  |  |  |
| Accepted |  |  |  |
| Implemented |  |  |  |
| Tested / Verified |  |  |  |
| Baselined ( Deposited) |  |  |  |
| Released |  |  |  |
| Closed |  |  |  |

**Part III - Impact Analysis**

| **Analysis of Change** | **Affected Items** | **Remarks** |
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| **Implementation Effort** | | | |
| **Estimated** |  | | |
| **Approved by** |  | **Signature** |  |
| **Actual** |  | | |