|  |  |
| --- | --- |
| **Author:** |  |
| **Requestor:** |  |
| **Date:** |  |
| **Change ID:** | *(to be assigned by the project manager)* |
|  |  |
| **Requested Change:** | *Describe the change being requested.* |
| **Impact/Risks:** | *Describe the impact/risk to the business or project if the change is not undertaken.*  *Describe the impact/risk to the project if the change is approved.* |
|  |  |
| **Impact Analysis** | |
| **Schedule:** | *What additional time is needed to complete this change?*  *When will resources need to be available to work on this change (include IT and Business resources)?* |
| **Resources:** | *Who will develop and test this change?* |
| **Environment:** | *What environments will be impacted? (e.g., applications, desktop environment, servers, etc.)* |
| **Budget:** | *What change in the budget is required to accept this change?* |
|  |  |
| **Business**  **Management** |  |
| **Approval:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Print Name**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **Signature** |
|  |  |
| **IT Management Approval:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Print Name**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **Signature** |

### Solution

|  |  |
| --- | --- |
| **Solution Description:** | *Describe the solution that resolves the underlying problem.* |
| **Date Completed:** | *When was the solution deployed?* |

Approval or Rejection

Use the chart below to document approval or rejection of completed change.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Title of Approver | Decision | Reason for Rejection | Date |
|  | 🞏Approved 🞏Rejected |  |  |
|  | 🞏Approved 🞏Rejected |  |  |
|  | 🞏Approved 🞏Rejected |  |  |
|  | 🞏Approved 🞏Rejected |  |  |
|  | 🞏Approved 🞏Rejected |  |  |

Next Steps

This section outlines the next steps that will be taken if approval is received and/or if there is a rejection and additional work needs to be completed. If you want the approver to provide you with more information regarding additional changes to be made, include instructions here.

Document Tracking

|  |  |  |
| --- | --- | --- |
| **Date** | **Action Taken** | **By Whom** |
|  |  |  |
|  |  |  |
|  |  |  |
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