**Installation Disruption Notification template**

**To:** to people being affected **Date:** XX-XX-XXXX

**What services will be affected?**

* Name of the software being affected: Software name & version number
* Disruption period: From what date/time to what date/time and duration

**What cause the disruption?**

* Explaining why the ICT service team need this time to upgrade/deploy or maintain the software. What version of software will be uninstalled?
* What version of the software will be installed?
* Is this disruption once off or recurring?

**Who is affected?**

* State what people e.g. whole organization, a department, the workstation or server with software being used.

**What you need to do?**

* State any anything the client need to do e.g. keep the computer switch on. Backup any files etc…
* How does the client know when it is done? i.e. what message or application is running on screen

**Keep up to date**

* State how they are able to get the latest information about this and many other notification online from using https:??............................

Regards

\_XXXXXXXXXXXX\_\_\_\_\_\_\_

Your name & Signature

ICT Services

ITWorks

Email: ICTServices@itworks.com.au

Web: itworks@com.au