



Control Number: _____
Project Name: _____
Project Number: _____

## Change Control Request (Form – A)

### Change Classification

**Emergency Process**

- Break-Fix
- Urgent

**Standard Process**

- Time-Sensitive
- Standard

Change Control Request Form		
<i>Rationale for Emergency Change (If requested as Emergency Process):</i>		
<i>Approval Date:</i>  _____  _____  _____  _____	<i>Approved by:</i>  <input type="checkbox"/> Department Head <input type="checkbox"/> Immediate Supervisor <input type="checkbox"/> Q.A. IT Director <input type="checkbox"/> Assist. VP IT	<i>Signature :</i>  _____  _____  _____  _____

### *Detailed Description of Request*

*Outcome, Impact, Implication. Be very specific and include the following items:*

- *Application systems that will be impacted by the change*
- *Users that will be impacted by the change*
- *Business dependencies that may be impacted by the change*
- *Consequences of the change*
- *Backup procedures*
- *Disaster recovery plans and procedures*

1. Request Submission Date \_\_\_\_\_
2. Proposed Date of Change \_\_\_\_\_
3. Requestor Name \_\_\_\_\_

4. Requestor Telephone \_\_\_\_\_

5. Server(s) or Service(s) affected \_\_\_\_\_

6. Dependent upon (upstream services) \_\_\_\_\_

7. Dependent Servers/Services \_\_\_\_\_

8. Is this Change Request Associated with  
Project – Name \_\_\_\_\_

Concept  
 Design  
 Production

9. Is an Outage Required to Implement the Change?  Yes  No

10. Have Impacted Stakeholders Been Informed of the Change?  
*(Attach Communication)*  Yes  No

11. Has a Detailed Task List for the Change Been Prepared?  
*(Attach Documentation)*  Yes  No

12. For New Server Installation:  
Has the Server Data Sheet Been Completed?  
*(Attach Server Data Sheet)*  Yes  No

13. For Server Installation into Production:  
Has the Server Run Documentation Been Completed?  
*(Attach Completed Run Book)*  Yes  No

14. Has a Fallback Plan Been Documented?  
*(Attach Documentation)*  Yes  No

Administrative IT Personnel Use Only		
<i>Scheduled Change Date</i> _____	<i>Scheduled Time</i> _____	<i>Maintenance Window?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Comments, Stipulations, Recommendations:</i>   		