

Change Request Form

Change Request Details (* filled by the change requestor)

| | | | |
|---|--------------------------------------|---|--|
| Request Type | | Change Request <input type="checkbox"/> | Patch Request <input type="checkbox"/> |
| Request No. | | | Request Date |
| No. | System(s)/Application(s) Name | IP Address(s) | |
| | | | |
| | | | |
| | | | |
| Requestor Name | | Department/Sector | |
| Email Address | | Signature | |
| Change/Patch Implementation Location | | | |
| Change/Patch Description | | | |
| | | | |
| Change/Patch Request Parameters | | | |
| Change/Patch Classification | Asset Relationship | Asset Current Status | Type |
| | | | Require Downtime |
| | | | Downtime Duration |

| | | | | | |
|--|--|---|--|---|---|
| Minor <input type="checkbox"/> Significant <input type="checkbox"/> Major <input type="checkbox"/> | Stand alone <input type="checkbox"/> Network Connected <input type="checkbox"/> Original System <input type="checkbox"/> Dependent System <input type="checkbox"/> Related to all System <input type="checkbox"/> Others (Please specify): <input type="checkbox"/> | Production <input type="checkbox"/> Maintenance <input type="checkbox"/> Repair <input type="checkbox"/> Test <input type="checkbox"/> Down <input type="checkbox"/> New <input type="checkbox"/> Others (Please specify): <input type="checkbox"/> | Software <input type="checkbox"/> Network <input type="checkbox"/> Servers <input type="checkbox"/> Application <input type="checkbox"/> Database <input type="checkbox"/> Security Patches <input type="checkbox"/> Others (Please specify): <input type="checkbox"/> | Yes (* Approval needed) <input type="checkbox"/> No <input type="checkbox"/> | Start: Date: dd /mm/20 Time: Finish: Date: dd /mm/20 Time: Action Plan Duration: Rollback Plan Duration: |
| Change/Patch Impact Level | | | | | |
| Low <input type="checkbox"/> | | Medium <input type="checkbox"/> | | High <input type="checkbox"/> | |
| Departments that must be notified prior to Change/Patch Implementation | | | | | |
| System(s)/Application(s) Name | | Department/Sector | | Manager Signature | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Required Support Documents | | | | | |

Implementation Plan at Test Environment Prepared?

Yes (attach the plan document or write the steps) No

Implementation Plan at Test Environment (* either write the plan steps or attach a plan document)

Implementation Plan at Production Environment Prepared?

Yes (attach the plan document or write the steps) No

Implementation Plan at Production Environment (* either write the plan steps or attach a plan document)

Rollback Plan Prepared?

Yes (attach the plan document or write the steps) No

Rollback Plan (* either write the plan steps or attach a plan document)

Technical/Support Documentation Provided for Change/Patch Implementation

(* note the documents may be technical documents, design documents, network diagrams attached, etc.)

Yes (Please attach the documents or references) No

Does Change/Patch Implementation need Vendor Access (either on premises or remotely)?

Yes (Please fill & attach user access request form) No

Asset Owner Decision

| No. | Name | Decision | | Comments |
|-----|------|------------------------------|-----------------------------|----------|
| | | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| | | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| | | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| | | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |

Change Manager Evaluation

| No. | Name | Comments |
|-----|------|----------|
| | | |
| | | |
| | | |

Change Manager Decision for Minor Changes Implementation

| No. | Name | Decision | | Comments |
|-----|------|------------------------------|-----------------------------|----------|
| | | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| | | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| | | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |

Change Advisory Board (CAB) Decision for Significant Changes

| No. | Name | Decision | | Comments |
|-----|------|------------------------------|-----------------------------|----------|
| | | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| | | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| | | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| | | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| | | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |

| Management Committee (MC) Decision for Major Changes | | | | | |
|--|-------------------|------------------------------|----------------------------------|----------------------------------|-----------|
| No. | Name | Decision | | | Comments |
| | | Yes <input type="checkbox"/> | No <input type="checkbox"/> | | |
| | | Yes <input type="checkbox"/> | No <input type="checkbox"/> | | |
| | | Yes <input type="checkbox"/> | No <input type="checkbox"/> | | |
| DownTime Approval Decision | | | | | |
| No. | Name | Decision | | | Comments |
| | | Yes <input type="checkbox"/> | No <input type="checkbox"/> | | |
| | | Yes <input type="checkbox"/> | No <input type="checkbox"/> | | |
| | | Yes <input type="checkbox"/> | No <input type="checkbox"/> | | |
| Change/Patch Request Implementation Responsibility | | | | | |
| Request Implementer Name | Department/Sector | Implementation Date | Implementation Status | | Signature |
| | | | Success <input type="checkbox"/> | Failure <input type="checkbox"/> | |
| | | | Success <input type="checkbox"/> | Failure <input type="checkbox"/> | |
| | | | Success <input type="checkbox"/> | Failure <input type="checkbox"/> | |
| | | | Success <input type="checkbox"/> | Failure <input type="checkbox"/> | |