

Change Control Request

Date

Requested By		Department	
Date of Request		Support Ref	
Status	Logged ☐	Rejected ☐	Accepted ☐
Priority	High – Severe Impact to Users or Potential for Server Impact ☐	Medium – Not Severe Impact, but rectification cannot be delayed ☐	Low – No impact to users, implementation can wait until next change window ☐
Systems Impacted By Change	[List all systems that will be affected e.g. routers, web sites, comms lines] and in liaison with the Hosting provider		
Reason for Change	[Why is the change being made - upgrade, fault fix, enhancement etc.] details of request to be inserted with description		
Impact Assessment	[What are the risks associated with making or not making the change]		

Implementation Plan	[Describe the implementation plan - include as much detail as possible]		
Implementation Team		Department	
Test Plan	[List all tests to be performed following the change]		
Back-out Plan		[How will the changes be removed to revert to pre-change operation]	
Approved By		Date	

Project Management

Name:	
Position:	
Signed:	
Date:	

Development

Name:	
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Position:	
Signed:	
Date:	

Technical Services

Name:	
Position:	
Signed:	
Date:	