| **Change Name** |  |
| --- | --- |
| Project Name (must match Change Request Form Project Name) |  |
| Form Completed By |  |
| Completer Contact Info |  |
| Date Form Submitted |  |
| Date Change Completed |  |
| Stakeholders who completed change |  |
| Did the change meet its intended objectives? |  |
| Did the change deliver its expected business benefits? |  |
| What changes in usability and functionality resulted from the change? (Collect stakeholder feedback) |  |
| List any post-release disruptions or incidents, performance degradations, or user-reported issues related to the change. (Assess error logs, help tickets, alerts) |  |
| List any unintended impacts on IT services, infrastructure, or security resulting from the change |  |
| Was needed change documentation completed (manuals, recovery plans, configurations) |  |
| Was the change rolled back? If yes, complete the questions below |  |
| Describe the rollback process. Was it effectively executed? |  |
| What were the results of the rollback? Were these effects anticipated? How effective was the contingency planning? |  |
| Evaluate the planning, testing, and deployment of the change. How well was each one done?  |  |
| Describe any gaps or inefficiencies in the Change Request Board approval process |  |
| What did we learn from this change implementation? What are key takeaways and recommendations for future changes? |  |
| How could the implementation process be improved to reduce risk in future similar changes? |  |