| **Change Name** |  |
| --- | --- |
| Project name |  |
| Requested by |  |
| Requestor Contact Info |  |
| Date Submitted to Change Manager |  |
| Reviewed by |  |
| Date Approved by Change Request Board |  |
| Date rolled out |  |
| Document storage location |  |
| Priority of Change (High, Medium, Low) |  |
| Description of Requested Change |  |
| Change Type:   * Standard: low-risk, routine change following defined process that has minimal impact on services. No risk assessment required. **Note**: Any Standard Change that fails twice in a row must be submitted as a Normal change. * Normal: non-emergency, non-routine change that involves risk and often team coordination. * Emergency: change that must be implemented urgently due to a critical incident, vulnerability, or compliance requirement |  |
| Configuration Items (type of device, such as email server, active directory server, database, application, etc.) |  |
| Reason for the Change. |  |
| Cost / Benefit of Change |  |
| Risk Assessment of Change: please attach form |  |
| Impact if Change is not completed |  |
| Change Implementation Plan. Please include:  Step-by-step implementation procedures  Timelines for each step  Dependencies on other systems or services |  |
| Change Readiness (is LOPD prepared for the change? Can it initiate, follow through, and maintain change?) |  |
| Process for emergency changes, including authorization and documentation needed |  |
| Change Communication Plan |  |
| Post-Implementation Review (planned process and report components) |  |
| Staff needed to implement change |  |
| Requested change implementation date |  |

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| Approvals of requested change |  |
| Matt Bevington, IT Director  Signature | Date |
| Adrianne Turner, General Counsel  Signature | Date |
| Cydni Sanchez, Deputy Chief Public Defender  Signature | Date |
| Theresa Edwards, Deputy Director of Policy and Administration  Signature | Date |