| **Change Name** |  |
| --- | --- |
| Project name |  |
| Requested by |  |
| Requestor Contact Info |  |
| Date Submitted to Change Manager |  |
| Change Type (Standard, Normal, Emergency) |  |
| Planned Implementation Date |  |
| Planned Implementation Time (Start and end time) |  |
| Related System/Services (List impacted systems/services) |  |

|  |  |  |
| --- | --- | --- |
| **Impact Category** | **Impact level (Low/ Medium /High)** | **Explanation and Justification of Impact** |
| Business Impact of Change |  |  |
| Technical Complexity of Change |  |  |
| Likelihood of Failure of Change |  |  |
| Service Downtime Expected from Change |  |  |
| Security Risks Introduced by Change  |  |  |
| Regulatory /Compliance Impact of Change |  |  |
| Rollback Complexity  |  |  |
| **Total risk score (1 for each Low, 2 for each Medium, 3 for each High)** |  |  |

|  |  |
| --- | --- |
| **Impact Category** | **Describe Impact** |
| Users Affected |  |
| Systems/Applications Impacted |  |
| Downtime Duration |  |
| Operational Impact |  |
| Data Integrity Impact |  |
| Performance Impact |  |
| Impact on Third Party Dependencies |  |

|  |  |
| --- | --- |
| **Mitigation Plan** |  |
| Pre-Implementation Checks | List verification steps |
| Backup and Recovery Plan | Describe backup plan. Include how long wait until backout, backout process and time needed)  |
| Rollback Plan | Describe rollback strategy |
| Testing and Validation Steps | Describe the testing process, including the validation/acceptance criteria |
| Contingency Measures | Describe alternative solutions |