# Change Request Form

**Purpose:** This document is used to formally propose changes to an IT system. It includes details about the change, its rationale, potential impact, and associated risk analysis. All change requests must be reviewed and approved before implementation.

## Request Details

**Request Title:** {requestTitle}

**Request ID:** {requestId}

**Date Submitted:** {dateSubmitted}

**Requested By:** {requestedBy}

**Department:** {department}

## Description of Change

**Summary:** {changeSummary}

**Detailed Description:**

{changeDescription}

## Reason for Change

{changeReason}

## Systems Affected

{#affectedSystems}

* {systemName}

{/affectedSystems}

## Impact Assessment

**Impact on Users:** {impactOnUsers}

**Impact on Business Operations:** {impactOnBusiness}

**Downtime Required:** {downtimeRequired}

**Estimated Downtime Duration:** {downtimeDuration}

## Risk Assessment

**Risk Level:** {riskLevel}

**Risk Description:** {riskDescription}

**Mitigation Strategy:** {mitigationStrategy}

## Change Implementation

**Implementation Plan:**

{implementationPlan}

**Backout Plan:**

{backoutPlan}

## Approvals

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Approver Name** | **Title** | **Date** | **Status** | **Comments** |
| {#approvals}{approverName} | {approverTitle} | {approvalDate} | {approvalStatus} | {approvalComments}{/approvals} |

## Attachments

{#attachments}

* **{fileName}**: {fileDescription}

{/attachments}

## Final Decision

**Decision:** {finalDecision}

**Decision Date:** {decisionDate}

**Decision Comments:**

{decisionComments}