KEFRI/F/ICT/04



**ICT CHANGE REQUEST FORM**

*This form is divided into three sections.*

*Section 1 is intended for use by the individual submitting the change request.*

*Section 2 is intended for use by the Head ICT to document/communicate their initial impact analysis of the requested change.*

*Section 3 is intended for use by the Change Review Committee (CRC) to document their final decision regarding the requested change.]*

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| **1.) SUBMITTER - GENERAL INFORMATION** |
| **CR#** | *[CR001]* |
| **Type of CR** | [ ]  Enhancement | [ ]  Defect |  |
| **Project/Program/Initiative** |  |
| **Submitter Name** | *[John Doe]* |
| **Brief Description of Request** | *[Enter a detailed description of the change being requested]* |
| **Date Submitted**  | *[mm/dd/yyyy]* |
| **Date Required** | *[mm/dd/yyyy]* |
| **Priority** | [ ]  Low | [ ]  Medium | [ ]  High | [ ]  Mandatory |
| **Reason for Change** | *[Enter a detailed description of why the change is being requested]* |
| **ICT Systems Impacted** | *[List other ICT systems affected by this change]* |
| **Assumptions and Notes** | *[Document assumptions or comments regarding the requested change]* |
| **Comments** | *[Enter additional comments]* |
| **Attachments or References** | [ ]  Yes | [ ]  No |  |
| **Link:** |
| **Approval Signature** | *[Approval Signature]* | **Date Signed** | *[mm/dd/yyyy]* |

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| **2.) HEAD ICT - INITIAL ANALYSIS** |
| **Hour Impact** | *[#hrs]* | *[Enter the hour impact of the requested change]* |
| **Duration Impact** | *[#dys]* | *[Enter the duration impact of the requested change]* |
| **Schedule Impact** | *[WBS]* | *[Detail the impact this change may have on schedules]* |
| **Cost Impact** | *[Cost]* | *[Detail the impact this change may have on cost]* |
| **Comments** | *[Enter additional comments]* |
| **Recommendations** | *[Enter recommendations regarding the requested change]* |
| **Approval Signature** | *[Approval Signature]* | **Date Signed** | *[mm/dd/yyyy]* |

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| **3.) CHANGE REVIEW COMMITTEE – DECISION** |
| **Decision** | [ ]  Approved | [ ]  Approved with Conditions | [ ]  Rejected | [ ]  More Info |
| **Decision Date** | *[mm/dd/yyyy]* |
| **Decision Explanation** | *[Document the CCB’s decision]* |
| **Conditions** | *[Document and conditions imposed by the CCB]* |
| **Approval Signature** | *[Approval Signature]* | **Date Signed** | *[mm/dd/yyyy]* |
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