

[company logo]  
[company name]

## REQUEST FOR CHANGE AND CHANGE RECORD

[company logo]  
[company name]

# Summary / Change Record

RfC/Change Record no.		Proposed by:	
2020_1	0	0	0
2020_2			
2020_3			
2020_4			
2020_5			
2020_6			
2020_7			
2020_8			
2020_9			
2020_10			
2020_11			
2020_12			
2020_13			
2020_14			
2020_15			









<b>Filled by Change requestor</b>	Date:		<b>Request for Change no.:</b>			
	Time:					
	Proposed by:		Status:		Trigger:	
					Category:	
<b>Impact</b>						
		To services				
		Service	Impact			
Business benefits						
<b>Authority</b>	<b>Authority</b>					
	Authorization date:					
	Authorization decision:					
	Clarification:					
		Planned timeframe:				
		Reference implementation plan:				
	Change implementer:					

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<b>Filled by Change Manager me</b>			
		Exists:	
	Reference test result:		
	<b>Closure</b>		
	Closure date:		
	Closed by:		



**How to use this document**

Information must be updated in RfC worksheet.

While entering new change/RfC, do the following:

Copy last Change Record worksheet (right-click on last worksheet's name ->

Copy last Change Record worksheet (right-click on last worksheet's name ->

**Don't delete this sheet!**

**Content below**

**Trigger**  
to purchase order  
number  
error records  
business need  
legislation  
problem report

**Category**  
New  
Amendment  
Renewal

**Change Authority**  
IT  
Change Manager  
Board of Management

---

ow this point is used in other worksheets as input in various fields. Adapt it to

---

Scheduled Implementation Plan

Yes

No

[Blurred header text]

[Blurred text]

[Blurred text]

[Blurred header text]

[Blurred text]

[Blurred text]

[Blurred text]

**o your own requirements.**

Status

Opened

Rejected

In evaluation

Approved

In implementation

Implemented

Closed