Change Request Approval Document

*<<This document is just a sample. Please modify it as necessary and remove all helper text.>>*

**Title:** *<<Title of Change>>*

**Description**

*<<Provide a short description of the change being done. This brief description should be at most 1-2 paragraphs and provide an overview of the alteration being done.>>*

**Approvals**

Below is a list of the people who will approve this change request by signing off next to their name in the space provided.

1. *<<Name of Person A>>*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. *<<Name of Person B>>*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. *<<Name of Person C>>*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Affected Groups**

Below is a list of the groups that will be affected by the change, and a short description of how they will be affected.

1. *<<Name of Group 1 (i.e. Sales)>>*: *<<Description of how the group is affected>>*
2. *<<Name of Group 2 (i.e. Sales)>>*: *<<Description of how the group is affected>>*
3. *<<Name of Group 3 (i.e. Sales)>>*: *<<Description of how the group is affected>>*

**On Call**

Below is a list of people who should be available to assist & who will need to be on site in the case of emergency.

1. *<<Name of Person A>>* - <*<Phone Number>>­* - *<<Email Address>>*
2. *<<Name of Person B>>* - <*<Phone Number>>­* - *<<Email Address>>*
3. *<<Name of Person C>>* - <*<Phone Number>>­* - *<<Email Address>>*

**Notify**

Below is a list of people who need to be notified when the change starts, when it ends, and when it is fully tested.

1. *<<Name of Person A>>* - <*<Phone Number>>­* - *<<Email Address>>*
2. *<<Name of Person B>>* - <*<Phone Number>>­* - *<<Email Address>>*
3. *<<Name of Person C>>* - <*<Phone Number>>­* - *<<Email Address>>*

**Backup Plan**

*<<Provide a detailed description of how you will roll back or “undo” this change in the case that this change causes unintended side effects.>>*