

Change Management - Request for Change Template

Implementation Date/Time

- Start Date & Time:
- End Date & Time:

(This field should accurately reflect when you as the submitter intend for the change to occur.)

Institutions Affected: *If the change will only impact BOR System Office, then select BOR System Office. If the change will impact any other institution, select the applicable entries. To select more than one entry, hold down the Ctrl key and click multiple entries.*

Description of Change: *A description that includes the details and purpose of the change.*

Objectives/Benefits: *This details the goal of the change and its benefits.*

Implementation Plan: *Step-by-step set of instructions detailing how the proposed change will be implemented and tested. Level of detail must be sufficient for a person with similar skill to execute the implementation successfully and be understood by all reviewers/approvers.*

Expected Impact: *Choose option that is applicable to the change*

Describe Impact: *This is used to explain the impact of this change in plain English. This should include any anticipated impact to customers, services, policies or procedures.*

Backout Risk: *Choose option that is applicable to the change*

Mitigation/Role Backout Plan: *This is used to outline a contingency plan of step-by-step information on how the proposed change will be backed out if the change does not go as planned. Level of detail must be sufficient for a person with similar skill to execute the implementation successfully and be understood by all reviewers/approvers.*