

## Request for Change Form

RFC Number \_\_\_\_\_ NIC/IDC/ \_\_\_\_\_ RFC Reviewer (HOD Name). \_\_\_\_\_

Change Requestor Name \_\_\_\_\_ Reviewer (HOD) Signature \_\_\_\_\_

Change Requestor E-mail \_\_\_\_\_ Change Implementer \_\_\_\_\_

Change Requestor Phone \_\_\_\_\_ Change Implementer Email \_\_\_\_\_

Division Name \_\_\_\_\_ Start date \_\_\_\_\_ End date \_\_\_\_\_

Reason for Change: \_\_\_\_\_  
 \_\_\_\_\_

Requestor Signature \_\_\_\_\_

Change Priority  High  Medium  Low

Change Category  Major  Minor  Standard

Asset Mgr. Signature \_\_\_\_\_

Backup Mgr. Signature \_\_\_\_\_

Network Mgr. Signature \_\_\_\_\_

Phy. Sec. Mgr. Signature \_\_\_\_\_

	<u>Asset ID/ Name.</u>	<u>Current Configuration / Version</u>	<u>Configuration / Version After Change</u>
Hardware	_____	_____	_____
Software	_____	_____	_____
Application / Database	_____	_____	_____
Others	_____	_____	_____

Change Description: \_\_\_\_\_  
 \_\_\_\_\_

Impact Analysis of Change \_\_\_\_\_  
 \_\_\_\_\_

Roll Back Plan \_\_\_\_\_  
 \_\_\_\_\_

Change Category **Standard:** Signature Change Manager \_\_\_\_\_

Change Category **Minor:** Signature Change Advisory Committee \_\_\_\_\_

Change Category **Major:** Signature Change Advisory Board \_\_\_\_\_