



## Appendix C: Sample Request for Change (RfC)

1. General Information	
Requested By	
Approved by Supervisor / Manager	
RfC Submission Date / Time	
Change Request Number	
Third Party Supplier	
Problem / Incident Number	
Peer/Technical Review or Suggested Approvers	
Implementer Team/Name	
Classification	
2. Brief Description of the Change	
3. Configuration Items Affected	



#### 4. Items to be Procured

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#### 5. Risk & Impact of not implementing this Change Request

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#### 6. Potential Risks & Impact Related to the Implementation

**Business Risks:**

**Technical Risks:**

**Security Risks**

**Cost:**

#### 7. Schedule

Requested Implementation Start Data/Time	
Requested Implementation End Data/Time	
Business Hours / Out of Business Hours	



**8. Implementation Plan (*what, who, where, when, how*)**

**9. Test Plan**

**10. Detailed Back-out Plan**

**11. Communication Plan**



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## 12. Others / Comments / Remarks