Change Approval Workflow Document for DevOps

Document Control

Version	
Date	
Author	
Approved By	
Review Date	

1. Introduction

This document outlines the workflow for change approval within the DevOps process. It defines the procedures, roles, responsibilities, and steps required to request, review, approve, and implement changes in a controlled and standardized manner.

2. Scope

This workflow applies to all changes impacting production and development environments, including but not limited to infrastructure, application code, configuration, and deployments.

3. Roles and Responsibilities

Role	Responsibilities
Requester	Initiates the change request and provides required details.
Reviewer	Reviews the change for completeness and potential impacts.
Approver	Grants approval or rejection for the change implementation.
Implementer	Executes the approved change.

4. Change Approval Workflow Steps

1. **Change Request Submission:**

   - The Requester logs the change request with all relevant details (description, impact, rollback plan, etc.).

2. **Review:**

   - The Reviewer verifies the information, assesses potential risks, and requests additional data if needed.

3. **Approval:**

- The Approver evaluates the request and approves or rejects it based on risk and impact analysis.

4. **Implementation:**

   - The Implementer executes the change at the designated time and documents the outcome.

5. **Post-Implementation Review:**

   - Results are reviewed to ensure objectives are met and documented. Lessons learned are recorded.

5. Change Request Details

Title	
Description	
Type of Change	
Affected Components	
Impact Assessment	
Risk Assessment	
Rollback Plan	
Requested By	
Date Requested	
Review/Approval Status	
Implementer	
Date Implemented	
Remarks/Outcome	

6. References

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