

Change Control Procedure Form

for IT Deliverables

1. Change Request Details

Change ID

(auto-generated or enter manually)

Date Requested

Requested By

Name or department

2. Description of Change

Describe the proposed change:

3. Reason for Change

State the reason for this change:

4. Impact Assessment

Assess the potential impact (systems, deliverables, timelines, costs, etc):

5. Risk Assessment

Specify possible risks and mitigation strategies:

6. Approvals

Name	Role	Signature	Date
	Change Owner		
	IT Manager		

	Project Manager		
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7. Implementation Plan

Summarize steps for implementing this change:

8. Verification & Closure

Verification (post-implementation review):

Verified By

Date
