

IT Operations Change Review Checklist

Change Details

- Change Requestor: _____
- Change Title/Description: _____
- Date of Change: _____
- Change Type: _____
- Change Window: _____

Pre-Implementation Checks

☐ Business justification documented ☐ Work plan approved ☐ Impact analysis completed ☐ Risk assessment performed ☐ Backout plan in place ☐ Stakeholder communication planned ☐ Change reviewed by relevant teams ☐ Approvals received

Implementation Readiness

☐ Change window scheduled ☐ Resources assigned ☐ Tools/scripts prepared ☐ Pre-change system snapshot/backups taken ☐ Test environment validated ☐ User/test cases defined

Post-Implementation Review

☐ Implementation completed as planned ☐ System/application validated ☐ Stakeholders updated ☐ Documentation updated ☐ Post-change monitoring in place ☐ Issues/rollback (if any) addressed

Notes & Observations

Add any additional comments or observations here...

Reviewer

- Name: _____
- Date: _____
- Signature: _____