

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: _____