

Request For Change (RFC) Form

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Change Action Name:			
RFC Completed By:		Date of Request:	
Change Type:	<input type="checkbox"/> Planned <input type="checkbox"/> Unplanned	<input type="checkbox"/> New Installation	<input type="checkbox"/> Upgrade:
Proposed Schedule Date		Person Responsible for Change:	
Describe Proposed Change and Purpose:			
Describe Impact on business operations (systems impacted, potential down time and for how long):			
Identify users or clients "potentially" impacted by requested change process:			
Proposed Task List (attach if already prepared, else enter steps below):			
Contingency Plan; (Describe fallback or back-out plan. Asses the adequacy of plan for reducing or eliminating risk to systems and processes to be impacted):			
Identify any Project Costs (Products/Services/Other):			
Risk Level Determination (based on severity of impact & likelihood of occurrence):			
<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High Explanation:			
Authorization: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> On Hold (explain):			
David Turner			
Printed Name	Signature	Date	
Conditions for Approval or Rejection of RFC:			