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Change Log Template

What is Change Log Template?

A Change Log Template is a structured document used by Enterprise Solution Architects and Project Managers, particularly in alignment with best practices such as TOGAF (The Open Group Architecture Framework), to track and manage changes throughout the lifecycle of an architecture project or enterprise solution. It typically includes fields for the change ID, description, reason for the change, impact analysis, date of request, approval status, implementation status, and related documentation. This template serves as a crucial tool for maintaining transparency, facilitating communication between stakeholders, ensuring compliance with governance frameworks, and ultimately supporting the agile adaptation of architectural designs in response to evolving business needs and technological advancements, thereby enhancing overall project success and strategic alignment.

template

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AI Prompt: Change Log Template

Imagine you are a [software development team leader] working on a groundbreaking application. You need to establish a clear and comprehensive [Change Log Template] that documents all modifications, enhancements, and bug fixes made throughout the project's lifecycle. Can you create a visually appealing and user-friendly template that includes sections for [version number], [date], [author], and a detailed [description of changes]? For inspiration, think of how a well-structured log facilitates communication within teams, helps track progress, and streamlines user feedback, thus enhancing overall project management. Additionally, consider adjusting the template to accommodate different project scales or user requirements. The output should be an easy-to-navigate document that your team can adopt seamlessly, ensuring everyone stays informed about the evolution of the application. Bonus: Include tips on maintaining the log effectively and potential tools or platforms that could integrate with it for automatic updates.

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Change Log Template

Project Name:

Date:

Version:

Change Log

YYYY-MM-DD 1.0.0 Initial release	[Author Name] Completed
YYYY-MM-DD 1.1.0 Added new feature X	[Author Name] In Progress
YYYY-MM-DD 1.1.1 Bug fix for issue Y	[Author Name] Completed
YYYY-MM-DD 1.2.0 Major update with changes A, B, C	[Author Name] Planned
YYYY-MM-DD 1.2.1 Minor updates and fixes	[Author Name] Completed

Change Details

- **Date:** YYYY-MM-DD
- **Author:** [Author Name]

- **Status:** [Status]
 - **Description:**
 - [Detailed explanation of changes made, features added, bugs fixed, etc.]
 - **Date:** YYYY-MM-DD
 - **Author:** [Author Name]
 - **Status:** [Status]
 - **Description:**
 - [Detailed explanation of changes made, features added, bugs fixed, etc.]
-

Summary of Changes

- **Total Changes:** [Total Number of Changes]
 - **Major Updates:** [List Major Updates]
 - **Critical Bugs Fixed:** [List Critical Bugs]
-

Future Changes

- **Planned Features:**
 - [Feature A]
 - [Feature B]
- **Upcoming Fixes:**
 - [Bug X]
 - [Bug Y]



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