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# Change Request Template

## What is Change Request Template?

A Change Request Template is a structured document used to formally propose changes within a project, particularly relevant in the context of enterprise architecture practices such as those outlined in frameworks like TOGAF (The Open Group Architecture Framework). It serves as a critical tool for capturing essential information about the proposed change, including its rationale, impact analysis, risk assessment, resource requirements, and alignment with existing architecture principles and business objectives. By standardizing the change request process, this template encourages stakeholder engagement, facilitates effective decision-making, and ensures a systematic approach to managing modifications within the architecture landscape, ultimately promoting governance, compliance, and traceability across the enterprise architecture lifecycle.

## template

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### AI Prompt: Change Request Template

Imagine you're a project manager overseeing a critical software development project, and you've realized that an important feature needs to be adjusted to better meet user needs. You want to introduce a [Change Request Template] that streamlines the process of making these adjustments. However, you're not just looking for a basic template; you need one that captures essential information like [description of the change, rationale, impact assessment, and implementation timeline]. Consider examples where effective templates have led to smoother project iterations and faster stakeholder approvals. As you refine your request, think about how you can tailor the template to your organization's specific workflow, ensuring seamless integration with existing processes. Ultimately, you're seeking a comprehensive and adaptable document that enhances communication and documentation in your project management toolkit. To elevate your template's usefulness, include [best practices, tips for completion, and fields for tracking revisions], making it not just a form, but a valuable resource for your team.

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# Change Request Template

## Change Request ID

*Unique identifier for the change request*

## Date of Request

*Date the request is submitted*

## Requester Information

- **Name:**
- **Department:**
- **Contact Information:**

## Change Description

*Provide a detailed description of the proposed change, including the objective and expected outcomes.*

## Reason for Change

*Explain why the change is necessary and the issues it aims to address.*

## Impact Analysis

*Discuss the potential impacts of this change on the architecture, systems, processes, and stakeholders.*

## Affected Systems/Components

*List the systems or components of the architecture that will be affected by this change.*

## Stakeholders Involved

*Identify stakeholders who will be impacted or involved in the change.*

## Proposed Implementation Plan

*Outline the steps that will be taken to implement the change.*

## Timeline

*Provide a proposed timeline for the change implementation.*

## Risks and Mitigations

*Identify any potential risks associated with the change and propose mitigation strategies.*

## Approval Status

- **Approved:** Yes/No
- **Approval Date:**
- **Reviewer(s):**

## Additional Notes

*Any other relevant information or notes related to the change request.*



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