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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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A large, empty rectangular area with a thin black border, occupying most of the page. It is intended for the user to enter the details of a change request.

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