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Change Log Template

What is Change Log Template?

A Change Log Template, also known as a Change Request (CR) or Issue Tracking Template, is a pre-designed document that helps teams and organizations manage changes to projects, systems, or processes. It provides a structured format for recording and tracking changes, ensuring that all necessary information is captured and documented.

A typical Change Log Template includes the following sections:

1. **Change Request Number:** A unique identifier assigned to each change request.
2. **Title:** A brief description of the change being requested.
3. **Description:** A detailed explanation of the change, including its purpose, scope, and impact on the project or system.
4. **Requester:** The person or team requesting the change.
5. **Priority:** The level of importance assigned to the change (e.g., high, medium, low).
6. **Status:** The current status of the change request (e.g., open, in progress, approved, rejected).
7. **Impact Analysis:** An assessment of how the change will affect the project or system, including any potential risks, dependencies, and stakeholders.
8. **Solution:** A description of the proposed solution to implement the change.
9. **Implementation Plan:** A schedule outlining when and how the change will be implemented.
10. **Verification:** The steps taken to verify that the change has been successfully implemented and meets its intended objectives.

Using a Change Log Template can help organizations:

1. Streamline the change management process
2. Reduce errors and miscommunication
3. Improve transparency and accountability
4. Enhance collaboration among team members and stakeholders
5. Better track and manage changes to ensure compliance with regulatory requirements or industry standards

Change Log Templates are commonly used in various industries, such as:

1. Software development and IT projects
2. Construction and infrastructure projects
3. Healthcare and medical research
4. Financial services and banking
5. Manufacturing and logistics

By implementing a Change Log Template, organizations can ensure that changes are properly documented, tracked, and managed throughout the project lifecycle, leading to improved quality, reduced risk, and increased efficiency.

[change](#), [management](#), [it](#), [project](#), [lifecycle](#), [compliance](#), [accountability](#), [transparency](#), [collaboration](#), [verification](#), [impact](#), [analysis](#), [solution](#), [implementation](#), [plan](#), [error](#), [reduction](#), [industry](#), [standards](#), [regulatory](#), [requirements](#), [streamline](#), [management](#), [process](#)

Change Log

All notable changes to this project will be documented in this file.

Added

- For new features.

Changed

- For changes in existing functionality.

Deprecated

- For soon-to-be removed features.

Removed

- For now removed features.

Fixed

- For any bug fixes.

Security

- In case of vulnerabilities.

- YYYY-MM-DD

Added

- Initial release.

- YYYY-MM-DD

Fixed

- Typo in introduction to user guide.
- Misnamed function in code.

- YYYY-MM-DD

Added

- Released new feature XYZ.

Changed

- Updated algorithms for ABC process.

- YYYY-MM-DD

Added

- Initial setup and configuration.
- Added documentation for the initial release.



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External links:

- [Free Change Log Templates: Excel, Microsoft Word & Google Sheets | Smartsheet](#)
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 - Download free, customizable change management, change control, product change, document change, and software change log templates.
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