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Normal RFC (Request for Change) Template

What is Normal RFC (Request for Change) Template?

A Request for Change (RFC) template, also known as a Normal RFC template, is a standardized document used in IT and software development organizations to request changes to existing systems, processes, or products. The purpose of an RFC is to formally propose a change and provide sufficient information for the relevant stakeholders to evaluate its feasibility, impact, and potential benefits.

A typical Normal RFC template includes the following sections:

1. **Header Information**:
   - RFC Number: A unique identifier assigned to each RFC.
   - Change Request Type: Indicating whether it's a new feature, bug fix, or process improvement.
   - Change Request Title: A brief summary of the proposed change.
   - Submitted By: The person requesting the change.
   - Date Submitted: The date the RFC was submitted.
2. **Problem Statement**:
   - Description of the problem or opportunity for improvement.
   - Impact on the organization, users, or customers if the problem is not addressed.
3. **Proposed Solution**:
   - A detailed description of the proposed change, including any new features, modifications to existing functionality, or process improvements.
   - How the proposed solution addresses the problem statement.
4. **Rationale and Benefits**:
   - The reasoning behind the proposed change, including any business benefits, improved user experience, or increased efficiency.
5. **Technical Requirements**:
   - A list of technical specifications required to implement the proposed change, such as hardware, software, or network requirements.
6. **Impact Analysis**:
   - An assessment of the potential impact on existing systems, processes, and users, including any risks, dependencies, or constraints.
7. **Test Plan**:
   - A description of the testing approach, including test cases, test data, and expected results.
8. **Timeline and Milestones**:

* A proposed timeline for implementing the change, including key milestones and deadlines.

1. **Resources Required**:
   - A list of resources required to implement the change, including personnel, equipment, or materials.
2. **Conclusion and Recommendations**:
   - A summary of the proposed change, its benefits, and any recommendations for approval or further discussion.

> The Normal RFC template provides a structured approach to requesting changes, ensuring that all necessary information is provided to facilitate informed decision-making. It helps stakeholders understand the proposed change, its potential impact, and the resources required to implement it.

software, development, change, management, requirements, analysis, approval, process, template

Normal RFC (Request for Change)

Change Request Information

RFC ID: RFC-XXXXX
Date: YYYY-MM-DD
Requester Name: Full Name
Department: Department Name
Contact Information: Email / Phone

Change Proposal

Title of Change: Brief Title
Change Type: Normal
Priority: Low | Medium | High | Critical

Change Rationale

Reason for Change:
Provide a detailed explanation of why this change is necessary and the issue it addresses.

Expected Benefits:
Outline the expected benefits and improvements from implementing this change.

Change Details

Detailed Description:
Describe the change in detail, including what will be changed, how, and by whom.

Affected Services/Components:
List all services, components, or areas that will be affected by this change.

Change Plan:
Detail the steps required to implement the change, including any resources or tools needed.

Risk Assessment:

Identify any potential risks associated with the change and the likelihood of occurrence.

Mitigation Strategies:
Explain the strategies to mitigate the identified risks.

Approval and Implementation

Change Advisory Board (CAB) Review Date: YYYY-MM-DD
CAB Decision: Approved | Rejected | Pending Further Review

Implementation Date: YYYY-MM-DD
Review Date: YYYY-MM-DD

Approver Name: Full Name
Approver Signature: Signature
Approval Date: YYYY-MM-DD

Post-Change Evaluation

Implementation Review:
Discuss the success of the change implementation and any issues encountered.

Post-Implementation Actions:
List any actions taken after the change was implemented, such as additional monitoring or follow-up tasks.

Lessons Learned:
Document any lessons learned during the change process that could improve future RFCs.

Additional Notes

Comments:
Include any additional comments or observations related to the change request.

This template is based on ITIL best practices for change management. Customize it as necessary to fit your organization's specific processes and requirements.

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Related:

- Project management

External links:

- [ITIL Request for Change (RFC) Template | Process Street](#) —*process.st*
  - Introduction: Unless there is some kind of exceptional circumstance, no formal change in the IT space can be implemented without a Request for Change (RFC) form. In short, this form is the first step to making a change, and contains all information required for review and approval. It might not be so glamorous, but this basic

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