

Title: **Change Management Request**

Date:

Requester:	Ext:	C.M. #:
Date Submitted:	Date Required:	Date Scheduled:
System:	Priority: Low () Medium () High () Release () <i>Type an "X" in the parenthesis</i>	
Request Type: New () Update () Test () Fix () Hardware () Software () Stand-Alone () Other () <i>Type an "X" in the parenthesis</i>		

Description:**Reason/Resolution:****Request/Project #:****Comments:** i.e. special requirements, instructions, time needed, scheduling considerations, backup, procedures, test plan, etc.**Operator Instructions:** IPL () No IPL () Reboot () No Reboot () Power () Outage () System Up ()
System Down () Requestor On-Site () Requestor-On-Call () Other ()
*Type an "X" in the parenthesis***Time scheduled:****Special Instructions:** please attach detailed list if necessary**Disaster Recovery Instructions:** please attach detailed list if necessary

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Signatures and Dates:

System Owner:

Manager/team Leader:

DBA:

Change Mgmt—Opened:

Moved/Completed:

Technical Analyst:

Security:

/Closed:

Scheduling Info Pulled:

CTOSystem.com

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Directions:

Please fill out this form completely. It is important to provide answers that are as thorough as possible. Attach additional comments as needed.

1. Is the Requester's name and extension present?
 - This is the name and extension of the IT person requesting Change Management to implement the change.
2. Leave the CM# space blank; It is for Change Management only.
3. Is the Date Submitted present?
4. Is the Date Required present?
 - If not, is a reason / issue / concern attached?
5. Leave the Date Scheduled blank; It is for Scheduling only:
 - Is the System present?
6. Is the Priority stated? Place an "X" in the correct parentheses.
 - If HIGH, is it actually a High priority modification?
7. Is the Request Type stated? Place an "X" in the correct parentheses
8. Is the Description stated clearly, completely, concisely?
9. Is the Reason stated by an attachment identified on the line?
 - If not, is the Reason stated completely and clearly?
10. Is the Comments used for any of the following:
 - any pre-install events (db-tables, notifications, whatever) needed? accompanying GDG Build / Change / Delete JCL ? accompanying VSAM Initial Define JCL ?
 - accompanying "Special Request" / conversion / setup JCL/DCL ? accompanying "Special\$Batch" jobs to be run by the DBAs? Special schedule considerations?
 - special handling requirements?
 - special-use back-out / recovery jobs?
 - an attached task-list or special turn-over request?
 - anything unusual needed to occur as part of the install?
11. Is the Operator Instructions used for any of the following:
 - IPL needed or No IPL needed?
 - Reboot needed or No reboot needed?
 - A particular System required to be UP or DOWN?
 - Stating that the REQUESTER, who is on-call, is On-Site?
 - Someone other than the REQUESTER is On-Call?
12. That the request must go at a particular time?
13. That there are particular handling instructions, specified in detail, clearly, concisely and completely?
 - That there is an attached detailed explanation of what is needed?
14. Is the Disaster Recovery Instructions section used to specify what should occur if the install event fails?

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15. *At this point print this form. All signatures SHOULD be hand-written.*
16. Email signatures will be accepted in cases where the signee cannot be physically reached but can send an Email as approval.
17. Is the System Owner signature present? It is needed for application changes only?
- Did this signee review the effects of the change on the system.
 - Did the signee agree with the changes being made to the system.
18. Is the Manager / Team Leader signature present?
- Did this signee review the package?
 - Did this signee confirm that all proper forms are included?
 - Did this signee confirm that all proper documentation is included?
 - Did this signee review to insure correct technical signoffs are present'?
 - Did this signee confirm that all items needed for the install are listed?
 - Did this signee review for proper comments for source / job mods ?
 - Did this signee review JCL for any SCAN / JCLCHECK errors?
 - Did this signee review JCL that all temp files are deleted by end-of-job?
 - Did this signee review GDG / YSAM / special setup jobs?
 - Did this signee review for compliance to naming conventions and standards?
19. Is the Technical Analyst signature present? It is required for the following:
- Is a new CICS component needed with this install?
 - Is a CICS event required after this install, such as a "NEWCOPY"?
 - Is a new DCL logical needed with this install?
20. Is the DBA signature present? It is required for the following situations:
- Is an SQL new or changed or deleted?
 - Is a Database element or table new or changed or deleted?
 - Is a Database impacted in any way (GEM process)?
 - Is any temp table needed for a PQL (RWC or TMP)?
21. Is the Security signature present? It is required for the following:
- Are there any access, or privilege events happening?
 - Are there any security system owner approvals needed?
 - Are there any changes to either of the above occurring?
22. Is the Disaster Recovery Instructions section used to specify what should occur if the install event fail?