This document must be completed before any changes to organisational information processing systems can be implemented. The use of this document is described in [ISMS-C DOC 12.1.2](ISMS-C_DOC_12.1.2.docx).

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| --- |
| Date *[DD/MM/YYYY]* |
| Name of person originating request: |

|  |
| --- |
| Change request log number |

|  |
| --- |
| Change Request – Description of change |

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| --- |
| System or information asset (identify all software, information, database entities and hardware that might require amendment) to be changed (target) |

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| --- |
| Detail of change(s) required |

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| --- |
| Business case/benefits for change (including ROI) if relevant |

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| --- |
| Technical case for and against change (include costs and time required and any scheduling issues) |

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| --- |
| Risk assessment outcome (ie risks identified) |

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| --- |
| Impacts of Change |

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| --- |
| Controls required |

|  |
| --- |
| Fall back procedures |

|  |
| --- |
| Priority |

|  |
| --- |
| Approval (signature and date) |

|  |
| --- |
| Allocation of Work (who has to do what) |

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| --- |
| Date Allocated |

|  |
| --- |
| Testing plan drawn up, executed, exceptions identified and rectified, re-tested, satisfactory – signed off by Director (CISO) and Director (CISO). |

|  |
| --- |
| Date Completed |

***Document Owner and Approval***

The Director (CISO) is the owner of this document template and is responsible for ensuring that it is reviewed as required by the ISMS.

Signature: Date: 14/11/2020



**Change History Record**

|  |  |  |  |
| --- | --- | --- | --- |
| Issue | Description of Change | Approval | Date of Issue |
| 1 | Initial issue | Gavin McCloskey | 14/11/2020 |
|  |  |  |  |
|  |  |  |  |