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| --- | --- | --- | --- |
| **Name of Standard Change:** |  | **Date Requested:** |  |
|  |  | **Requested by:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Approved by CAB:** | YES \_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_ | **Date of decision** |  |

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| **Questions** | **Response** |
| Describe the change. Include overview, reason for change, and customer area. |  |
| Why should this change be categorized as standard? |  |
| How often is this change made? Provide metrics. |  |
| Are there documented procedures describing the steps necessary to complete the change? Where are the procedures located? (include link) |  |
| Are there documented procedures describing the steps necessary to back-out the change in case of problems? Where are the procedures located? (include link) |  |
| What is the risk or potential impact to:  Services, infrastructure, customers/users, and business processes associated with this change associated with this change? |  |
| Has the change ever failed before? If so, what happened? Did you have to back it out? |  |
| How will change be categorized in the ITSM tool? |  |