# Change Control Form

**Requester Details**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**Change Request**

**Scope of Work:**

**Approved by Business Owner(s)**

<table>
<thead>
<tr>
<th>Dept/School:</th>
<th>Name:</th>
<th>Sign:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**Procedures (To be filled by ITS Dept)**

**Systems Affected:**

- □ Novell
- □ EduVersal
- □ Mail
- □ Proxy
- □ Web
- □ Blackboard
- □ Cisco
- □ Others:

**Services Affected:**

**Downtime Required:**

- □ Yes
- □ No

**Downtime Duration:**

**Date (Start to End):**

**Time (Start to End):**

**Required Staff:**

**Emails Notifications needed:**

- □ Official Email
- □ Business Owner
- □ ITS
- □ networks@swin.edu.au
- □ Others:

**SUT Personnel to notify:**

**Risks Log:**

**Backout Procedures:**

**Authorized by ITS Manager**

<table>
<thead>
<tr>
<th>Authorized:</th>
<th>□ Yes</th>
<th>□ No</th>
<th>Signature / Date:</th>
</tr>
</thead>
</table>

**Change Status (To be filled by attending ITS staff)**

<table>
<thead>
<tr>
<th>Change Successful:</th>
<th>□ Yes</th>
<th>□ No</th>
<th>Completion Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rollback Needed:</td>
<td>□ Yes</td>
<td>□ No</td>
<td>Rollback Time:</td>
</tr>
<tr>
<td>Change Comments:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Changed By:**

**Verified By:**

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**Information Technology Services, Change Control Form**

Version 1.3, 29th August 2008