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Architecture Templates

Change Request Form Template

What is Change Request Form Template?

A Change Request Form Template is a structured document used in enterprise architecture and project management to formally propose modifications to a project or system, following established best practices and frameworks like TOGAF (The Open Group Architecture Framework). This template typically includes sections for detailing the nature of the change, its justification, impact analysis, and any associated risks or benefits, ensuring that all stakeholders can assess and understand the implications of the proposed adjustment. By utilizing a standardized template, organizations can maintain clarity, consistency, and traceability in their change management processes, facilitating informed decision-making and ensuring alignment with strategic architectural goals. This approach not only helps in improving project outcomes but also reinforces governance and compliance within the enterprise architecture practice.

template

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AI Prompt: Change Request Form Template

Imagine you're an [Application Lifecycle Management enthusiast] who is striving to streamline project workflows seamlessly. Your task is to design a comprehensive [Change Request Form Template] tailored for an enterprise architecture project. You're looking for clarity and precision that encourages collaboration among stakeholders while capturing essential changes effectively. As you brainstorm, think about the specific sections that could enhance user experience - perhaps a [description of the change], an impact analysis, and a [clear approval process] illustrated through examples of successful templates. As you develop this template, consider how it can be easily adjusted to fit various project needs without losing essential information. You aim for an output that not only serves its functional purpose but also engages its users, making the process of change requests more efficient and less daunting. Don't forget to include tips or [best practices] for users to ensure that they leverage the template to its fullest potential!

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Change Request Form

Project Information

- **Project Name:**
- **Project Manager:**
- **Date Submitted:**
- **Change Request ID:**

Change Request Details

- **Change Title:**
- **Change Description:** *Provide a detailed description of the change being requested.*
- **Reason for Change:** *Explain why this change is needed and any issues it addresses.*
- **Impact Analysis:** *Describe the potential impact of the change on the project and its stakeholders.*

Change Classification

- **Type of Change:**
  - [ ] Functional
  - [ ] Non-Functional
  - [ ] Technical
  - [ ] Compliance
  - [ ] Other: _____

Implementation Details

- **Proposed Implementation Date:**
- **Estimated Effort:** *Provide an estimate of resources required (e.g., hours, personnel).*
- **Risks Associated with Change:** *Identify any risks that may arise from implementing this change.*

Approvals

Requested By

- **Name:**
- **Role:**
- **Date:**

Approval Signatures

- **Project Manager:** _____
- **Enterprise Architect:** _____
- **Stakeholder(s):** _____

Additional Comments

Any additional notes or comments regarding the change request.

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