**UniQuE**

Change Closure Verification Checklist

(Engagement Name and Id)

(Client)

**Document History**

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| --- | --- | --- | --- |
| Version | Date | Author | Changes |
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**Review And Approval**

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| --- | --- | --- | --- | --- |
| Company | Role | Name | Date | Signature |
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**Distribution**

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| Company | Name | Number | Media | Action |
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**Storage**

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| --- | --- | --- |
| Location | Access | Administrator |
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|  |  |  |

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Template Version Number: Group Reference v1.0

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| --- | --- | --- | --- | --- |
| **Change Closure Verification Checklist** | Engagement: |  | Change Request ID: |  |
| Engagement Manager: |  | Change Manager: |  |
| Date of Verification: |  | Customer: |  |
| Name of reviewer: |  | Signature of reviewer: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Checklist Item** | **Response** | **Remarks** | **Corrective Actions** | **Closure Date** |
| Was the change implemented as scheduled? | Yes/No |  |  |  |
| Was the change implementation successful? Did it have any issues ?  | Yes/No |  |  |  |
| In case of an unsuccessful change, was it rolled back? Was the rollback successful? Were the appropriate back-out, restoration or failure activities executed and noted within the change? |  |  |  |  |
| Was this change linked correctly to the associated incidents, problems, known errors, etc? |  |  |  |  |
| Has the status of any associated CI’s been amended appropriately? |  |  |  |  |
| Was the CMDB updated for any Changes in terms of a new CI or modification of the information of an existing CI? |  |  |  |  |
| Was this implemented change accepted for closure by the customer? |  |  |  |  |
| Was a Post Implementation Review undertaken, if necessary?Confirm records of any Post Implementation Reviews |  |  |  |  |
| Verify customer acceptance records for Change Closure |  |  |  |  |
| Is there a record of Asset Management approval for Changes relating to the purchase/addition of new CIs or Changes in status of an existing CI |  |  |  |  |