**UniQuE**

Change Plan

(Engagement Name and Id)

(Client)

**Document History**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company | Role | Name | Date | Signature |
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|  |  |  |  |  |

**Distribution**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company | Name | Number | Media | Action |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Storage**

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

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Template Version Number: Group Reference v1.0

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# Change Details

## General Information

|  |  |
| --- | --- |
| Change Request Number |  |
| Date Raised |  |
| Type of Change |  |
| Application Area |  |
| Change Description |  |

## Change Impact And Priority

*<<Include the business impact*

*list down the CI’s impacted due to change*

|  |  |  |  |
| --- | --- | --- | --- |
| *CI ID* | *CI name* | *Category* | *Type of CI* |
|  |  | *Application*  | *Hardware* |
|  |  | *Service* | *Software* |
|  |  | *Component* | *Network* |

*Agree on the priority based on impact and urgency>>*

## Change Estimates

*<<Provide the change estimates in terms of effort and schedule>>*

## Change Material

*<<Define the list of materials (like serial numbers, hardware, software) and put the total of material costs in the column to the right>>*

## Change Schedule And Responsibilities

*<<Define the change schedule and mention who is responsible for the respective activity or task>>*

## Change Documentation

*<<Maintain the history of changes done to documentation>>*

|  |  |  |  |
| --- | --- | --- | --- |
| *Type of document* | *Document Name* | *Location* | *Document content Summary* |
| *Updated document* |  |  |  |
| *Newly created document* |  |  |  |

## Change Evaluation Plan

### Type of changes

*<<Mention the type of changes that must undergo evaluation>>*

### Change Evaluation Stages

*<<Mention the various stages during change realization and implementation where the change should be evaluated. Example: Evaluation prior to deployment of change, Post Implementation Review of the change, etc>>*

# Communication Plan

*<<Define the communication parameters for both internal and external stakeholders also the time of communication (before, during and after the change implementation) etc*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Subject* | *Target Group* | *Who will communicate* | *When will communication be initiated* | *Communication Medium* |
|  |  |  |  |  |
|  |  |  |  |  |

*> >*

# Distribution list

*<<Mention the list of groups to which the plan needs to be distributed>>*