**UniQuE**

Proposal For Change

(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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**Storage**

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| Location | Access | Administrator |
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Template Version Number: Group Reference v1.0

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# Change Proposal

## General

*<<Give a brief overview of the change proposed, explain what is covered in each section of this document>>*

## Background

<< Describe the background and the goal(s) of this change. In case this change is in scope of a project or release, please refer to the respective project or release

Example: System / Environment , Impact, Urgency, Priority, Change Summary, Detailed Description etc.>>

# Approval

<<Mention the approval authorities required for the change>>

# Description

## Current situation

*<<Mention the current situation, explain how current environment is working>>*

##

## Desired situation

*<<Mention the desired situation to explain how the change is beneficial to improve the As-IS situation>>*

# Requirements

## Functional requirements

*<<Mention the functional requirements implemented through the change>>*

##

## Technical requirements

*<<Mention the technical requirements implemented through the change>>*

## Non-functional requirements

*<<Mention the non functional requirements (performance, security, stability etc) demanded by the change>>*

##

# Change Impact

## Business Impact

*<<Mention how the change is impacting the Client environment or business>>*

## Impact on Configuration items

*<<Mention which configuration items get impacted by the change>>*

## Impact on Security and Data Privacy

*<<Mention the impact change can bring on security and data privacy>>*

## Business Impact if change is not carried out

*<<Mention the impact on business if the change is not carried out>>*

## Any Other Impact

*<<Mention the any other impact of change on Capacity, performance, infrastructure, other services etc.>>*

# Estimates And Finances

*<<Mention the estimates for the change in terms of planned hours per activity and the schedule. Also estimate the cost involved to implement the change >>*

# Proposed Solution

## Introduction

*<<Mention the brief description about the solution proposed>>*

## Functional Changes

*<<Mention the functional changes needed to implement the change>>*

## Technical Changes

*<<Mention the technical changes needed to implement the change>>*

## Approach

*<<Define the approach used to implement the change, mention the steps involved>>*

## Verification and Validation

*<<Mention about the verification and validation steps involved for the change>>*

## Implementation

*<<Mention the implementation steps for the change once development and testing is complete>>*

#  Risks And Assumptions

*<<Mention the risks identified and assumptions with respect to the change>>*