# Georgia Tech – Change Request Form

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| **PART I (To be filled out by the Lead Requestor)** | | | | | |
| 1. Type of Request:  Initial Request Updated Request | | | 2. Office: **Georgia Institute of Technology - Cyber Security** | | |
| 3. Name (*Last, First, MI*):  **Jay Gallman** | | | 4. Phone Number: | | 5. Date: **November 21, 2017** |
| 6. Type of Change:  New Implementation  Repair  Removal  Emergency  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| 7. Description of Change:  **Institute level Standard Change form for all Software on the software.oit.gatech.edu web site. Systems may be updated with new versions of any software posted to this site.** | | | | | |
| 8. Recurring Change:  Yes, add to calendar  No | | | 9. Requested Implementation Window**: Upon availability of new versions and as requested by the principle investigator or their delegate.** | | |
| 10. Systems Affected by Change:  **Any system where a current version is installed, or where an offered software has been requested as an additional package for installation** | | 11: Users Affected by Change: | | 12. Documentation Attached:  Test Plan  Back out Plan | |
| 13. Resources That May be Affected by Change:  Customer(s)  Internal Dept.  Other  Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | 14. Criticality of Change:  High  Medium  Low  Explain **This is standard practice for primary software packages.** | | |
| **PART II (To be completed by Management)** | | | | | |
| 15. Review Date:  29 November 2017 | 16. Review Participants:  Blake Penn | | | | |
| 17. Test Plan Review:  Acceptable  Further Action is Required | | | 18. Back Out Plan Review:  Acceptable  Further Action is Required | | |
| 19. Resource Review:  Acceptable  Further Action is Required | | | 20. Schedule Review:  Acceptable  Further Action is Required | | |
| 21. Comments: | | | | | |
| **PART III (To be completed by Management after approval)** | | | | | |
| 22. Approval Date:  29 November 2017 | | | 23. Approved Implementation Date:  29 November 2017 | | |
| 24. Supervising Official Certification:  Name Phone Signature Date  Blake Penn 404-385-5480 C:\Users\bp45\Dropbox (GaTech)\Reference\signature - bcp.jpg 29 November 2017 | | | | | |