# Georgia Tech – Change Request Form

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| **PART I (To be filled out by the Lead Requestor)** |
| 1. Type of Request: [x]  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:[x]  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 [x]  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. [ ]  OtherExplain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 14. Criticality of Change:[ ]  High [ ]  Medium [x]  LowExplain **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:[x]  Acceptable [ ]  Further Action is Required | 18. Back Out Plan Review:[x]  Acceptable [ ]  Further Action is Required |
| 19. Resource Review:[x]  Acceptable [ ]  Further Action is Required | 20. Schedule Review:[x]  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 DateBlake Penn 404-385-5480 C:\Users\bp45\Dropbox (GaTech)\Reference\signature - bcp.jpg 29 November 2017 |