

IT Infrastructure Change Request Form

Use this **change request form** sample to efficiently document and manage IT infrastructure changes, ensuring a clear approval process and minimized downtime. The form helps track all necessary details, such as the scope, impact, and required resources. Streamline your IT change management with this easy-to-use template.

General Information			
Requester Name:	<input type="text"/>	Request Date:	<input type="text"/>
Change Title:	<input type="text"/>		
Department:	<input type="text"/>	Change Type:	<div>Hardware</div>

Change Details	
Description of Change:	<input type="text"/>
Reason for Change:	<input type="text"/>
Impact Assessment: Describe potential impacts, risks, or affected services.	<input type="text"/>
Required Resources:	<input type="text"/>

Implementation & Schedule			
Proposed Start Date:	<input type="text"/>	Proposed End Date:	<input type="text"/>
Rollback Plan:	<input type="text"/>		
Communication/Notification Plan:	<input type="text"/>		

Approval	
Approver Name:	<input type="text"/>
Status:	<div><input type="checkbox"/> Approved <input type="checkbox"/> Rejected</div>
Approval Date:	<input type="text"/>

Submit Request