



# [SISTEM IMDP] [MAJLIS DAERAH PEKAN] Change Request Form

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# 1 Document Control

## 1.1 Document History

| Date | Version | Author | Comments |
|------|---------|--------|----------|
|      |         |        |          |
|      |         |        |          |
|      |         |        |          |

## 1.2 Review Panel

| Review Panel |      |
|--------------|------|
| Name         | Role |
|              |      |
|              |      |

## 1.3 Approvals

| Version | Approval Date | Approver Details |
|---------|---------------|------------------|
|         |               |                  |
|         |               |                  |
|         |               |                  |

## 1.4 Supporting Documents

| Document | Location | Owner |
|----------|----------|-------|
|          |          |       |
|          |          |       |
|          |          |       |

# 2 Change Request Definition

|                                   |  |
|-----------------------------------|--|
| Project Number                    |  |
| Change Request ID                 |  |
| Change Request Name               |  |
| Date Requested                    |  |
| Change Description                |  |
| Reasons for Change                |  |
| Impact of Not Implementing Change |  |
| Change Originator                 |  |

### 3 Change Request Evaluation (Impact Description)

|   |  |
|---|--|
| Impact on Internal Resources                |  |
| Impact on Client Resources                  |  |
| Impact on external resources                |  |
| Impact on Timeline                          |  |
| Support Implications                        |  |
| Impact on End users                         |  |
| Impact on Cost / Budget                     |  |
| Other Impacts                               |  |
| Risks associated with the Change            |  |
| Recommendation by Project – Approve, Reject |  |
| Decision Authority Level                    |  |

### 4 Change Status

| CR Status                   | Date | Notes |
|-----------------------------|------|-------|
| Under Review                |      |       |
| Approved for Implementation |      |       |
| Closed – Implemented        |      |       |
| Closed – Rejected           |      |       |

### 5 Additional Comments

## 6 Change Owner

|                        |  |       |  |
|------------------------|--|-------|--|
| Change Owner Name:     |  | Date  |  |
| Division/Organisation: |  |       |  |
| Contact Phone:         |  | Email |  |
|                        |  |       |  |