# Description of Change

*Provide a paragraph or two describing the change that is being requested.*

*If the change is specific to an application, state the application and the navigation to get to where the problem/issue is.*

[Insert Description of Change here]

# Benefit of Change

*Provide an explanation of why this change should be made (i.e.: what is the benefit of the change). Include an explanation of the consequences if the change is not made.*

*Include any workarounds that are currently being used until this change is in place.*

[Insert Benefit of Change here]

# Impact of Change

*Provide an impact statement if the change is made. Impact should include impact to: communications, other functions/services, project risks, security, funding, project schedule, resources, deliverables and quality controls.*

*The impact should also list who is affected by the change (for example, employees, managers, a particular department or area within a department)*

*Include an estimate with impact in terms of numbers (for example, affects 1 in every 1000 employees). Include duration in the impact (for example, happens weekly, annually, monthly, daily)*

[Insert Impact of Change here]

# Business Driver

*Include any business drivers for the change, legislative drivers, policy drivers, etc.*

*Explain how the requested change aligns with departmental or University strategy.*

[Insert Business Driver here]

# Proposed Timeline

*Describe any timing implications of the problem and a proposed timeline for implementation of the change.*

[Insert Proposed Timeline here]

# Proposed Priority

*Indicate the proposed priority of this change (urgent/very high, high, medium, low). This proposed priority should be supported by the details included in the above sections.*

[Insert Proposed Priority here]

# Submitted By

*Enter the name(s) of who is making this request so that the Team knows who the contact is*

[Insert Submitted By here]

# Date

*Insert the date of submission*

[Insert Date here]