



# CHANGE REGISTER TEMPLATE

A sequential number generated for each "TEAM+PRODUCT/SERVICE".  
( RFC number = TEAM + Product/Service + Number )

abbtCHGTPL002

Yes, No or Pending.

Date received by Programme Support Office.

Completed by Programme Office				Taken from Request for Change form											
Product or Service	Team Code	Seq No.	TEAM NAME	PRODUCT/SERVICE	External Number	Change Request Received	CR Approval Y/N/P	Raised By	Date submitted	Change effecting	Required date	Estimated Cost	Associated Risk reference	Description of Change	Reason for Change
P	abbt		Abbermist Limited												
S	DELTA00		Project Delta												

Name of the individual from whom RFC was first received.

If not applicable state "None".

TO ADD A NEW RECORD HIGHLIGHT THIS ROW, RIGHT MOUSE CLICK AND SELECT "INSERT". **DO NOT ADD EMPTY ROWS.**

To identify/distinguish between Products and Services. P =Product. S = Service

Number provided from an external source e.g. an IT Support group. Used for cross reference purposes.

Includes change history.

Name of the Projects **product** affected or Projects **support/service** requirement.  
If more than one item is listed on one RFC show each item in separate row.

