



## CHANGE REQUEST FORM (CRF)

A change is a modification or transformation to any aspect of the institution's systems, processes, operations or physical resources. Changes are inevitable and often necessary to improve efficiency, respond to external events, or to protect life and property. This form is to be used in accordance with The Mico University College Change Management Policy (2019) which establishes the rules and processes related to change management at The Mico.

### CHANGE TITLE:

Provide a descriptive title for the change (indicate if the proposed change is related to an on-going project).

### Change Category:

- Administration     Academic     Technical     Auxiliary

### Change Trigger(s):

- Stakeholder demand/observation  
 Vendor recommended  
 Accident/incident response  
 Emergency/crisis situation  
 Other (State):

### Change Classification:

- Normal/Routine  
 Minor/Low risk/impact  
 Major/High risk/impact  
 Emergency  
 Other (State):

### Supporting Evidence Attached:

Please list below and attach to form.

### Change Description:

Provide a detailed description of the proposed change.

### Request Submitted by:

On (dd - mm - yyyy)

Signed

### Change Justification:

Explain why this change is needed.

### Affected Stakeholders:

List stakeholders and describe how each will be impacted by the proposed change.

### Expected Disruptions:

Detail any disruptions that will be expected from implementing the proposed change.

### Desired Outcome:

Outline the specific outcome to be achieved by this change.

### \* OFFICIAL USE ONLY \*

Receiving Dept.: \_\_\_\_\_

Receiving Officer: \_\_\_\_\_

Date Received: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

### Approval Status:

- Approved  
 Conditionally Approved  
 Hold for Future Action  
 Declined

Notes: