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Change Request Form

No spec is perfect, either from a design or comprehensive standpoint. You are going to miss something, and business users are going to ask for new stuff as the project proceeds. No way around it.

The sample change request form from [Toolkit Café](#) offers an example of how to manage a request to rename a database object, but you can modify the Word document to serve as a template in your organization. The form breaks down the request in four components:

- Nature of Change
- Impact Assessment
- Suggested Solution(s) / Alternative(s)
- Disposition

Included in this ZIP file are:

- Change Request Form.doc
- Intro Doc.pdf
- Terms and Conditions.pdf