

U.S. Army Corps of Engineers (USACE)

**REQUEST FOR CHANGE DURING CONFIGURATION FREEZE**

For use of this form, see IAW - Memorandum 41 Enterprise Change Management Governance, Guidance and Policy  
- 30596 Monitor Change Process - PWS Change Management 3.2.8.4. ; the proponent agency is CEIT-PMI.

1. CRQ Number		2. Date	
3. Summary <i>(This is the same as the Summary in the Remedy CRQ.)</i>			
4. Proponent Change Manager:			
a. Change Requestor <i>(This is the same as the Change Requestor in the Remedy CRQ.)</i>			
b. Scope <i>(The extent or range of actions or operation; what are the effects of the change for given environment and who is affected.)</i>			
c. Purpose <i>(The desired outcome of the requested change.)</i>			
d. Risk assessment <i>(Identification and assessment of risks to the completion of the change request (i.e. funding, manpower, ownership, information assurance.))</i>			
e. Workaround <i>(Describe what actions will be performed to mitigate identified risks.)</i>			
f. Impacts if Change is not Approved <i>(Outcome, conclusion, results of change in given environment; (ex., Email Consolidation Project will not continue without update.))</i>			
g. Back out Plan <i>(If known, what actions will be performed to return to the prior system state before changes are applied.)</i>			
5. Disposition:		<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
6a. Name		b. Date	c. Signature