

APPENDIX A – CHANGE REQUEST FORM

WAMPO Regional ITS Architecture Change Request Form			
Date			
Stakeholder Proposing Change	Name	Tracking No. (from WAMPO)	
	Agency		
	Email	Phone No.	
Description of Change	Title	Short Description (up to 25 characters)	
	Detailed Description	(What is to be added, deleted or modified? Attach additional documentation, including a project architecture, as necessary)	
	Type of Change	<input type="checkbox"/> New Project/System <input type="checkbox"/> Deleted Project/System <input type="checkbox"/> Modified Project/System	<input type="checkbox"/> New/Changed Stakeholder <input type="checkbox"/> Change in Project Status <input type="checkbox"/> Change in Project Priority <input type="checkbox"/> Other
	Systems or Projects	Name of System(s) or Project(s) being implemented or modified (if applicable)	
Project Status	<input type="checkbox"/> Proposed (funding not yet secured) <input type="checkbox"/> Planned (funding secured) <input type="checkbox"/> Under Construction (stakeholder is currently deploying system/project) <input type="checkbox"/> Existing		
Maintenance Team Comments			
Maintenance Team Action	<input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Deferred Until _____		
Additional Notes (submit additional pages if necessary)			