


APPENDIX A – CHANGE REQUEST FORM

 WAMPO Regional ITS Architecture Change Request Form				
Date		Tracking No. (from WAMPO)		
Stakeholder Proposing Change	Name	Title		
	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)				