

**RFC Form****Part A – Change Request**

<b>Document No:</b>	<b>Project/System</b>
<b>Date Raised:</b>	<b>Category: Defect / Enhancement</b>
<b>Module / Phase:</b>	
<b>Change Description</b> <b>Existing:</b>  <b>Recommended Change:</b>	
<b>Reason for Change:</b>	
<b>Instructions to others:</b>	
<b>Suggested By:</b>	<b>Date:</b>

Prepared By:

Approved By:

## RFC Form

## Part B – Change Analysis

Reason for change: →	Requirement change	Design change	Code fault	Test problem	Other
Affected Items					
Code					
User Doc.					
Internal					
Doc.					
Records					
Other					
Implementation effort:					
Development Cost:					
Impact on milestone:					
Impact on final acceptance date:					
Testing Instructions:					
Analysed by:					
Date:					

## Part C – Implementation Complete

Configuration Librarian:	Date:
Change Authority:	Date:

Prepared By:

Approved By: