

request, but this record may be created after the change has been implemented. Each Emergency change request record is reviewed by the Director of its assignment group and the CAB.

C. **Standard** -risk, low-

records will specify the Product and Service that will be changed; the person and group responsible for the change; overall risk and impact of making the change; justification for the change; implementation, testing, and remediation plans; and schedule. All approvals, denials, and completion notes will be incorporated into the change record prior to closing the request.