

Sokoine University of Agriculture  
Software / Hardware Change Request Form

Change Request #: ..... Department/Faculty.....

**CHANGE REQUEST INITIATION:** Originator: .....  
Phone #: ..... Date Submitted: ...../...../.....

**CONFIGURATION ITEM:**  
Software: .....Firmware: .....Hardware: .....Documentation: .....  
Other: .....

**CHANGE TYPE:**  
New Requirement: .....Requirement Change: .....  
Design Change: .....  
Other: .....

**REASON:**  
Legal: .....Market: ..... Performance: ..... Customer Request: .....  
Defect: .....  
Other: .....

**PRIORITY:**  
Emergency: ..... Urgent: ..... Routine: .....  
**Date Required:** ...../...../.....

**CHANGE DESCRIPTION:** (Detail functional and/or technical information. Use attachment if necessary.)  
**Attachments:** Yes / No

**TECHNICAL EVALUATION:** (Use attachment to explain changes, impact on other entities, impact on performance etc.)  
  
Received By: ..... Date Received: ...../...../.....  
Assigned to: ..... Date Assigned: ...../...../.....  
  
Type of Software / Hardware / etc.  
Affected .....  
Modules/ Screens/ Tables/ Files Affected:  
.....

**APPROVALS:** Change Approved: ..... Change not Approved: .....

Hold (Future Enhancement: .....

1. Approved By: .....

Signature ..... Date: ...../...../.....