

Change and release report

All records

CHANGES THIS PERIOD

10

6 implemented · 1 rolled back

SUCCESS RATE

85.7 %

6 of 7 completed changes

EMERGENCY CHANGES

22.2 %

2 of 9 excl. draft/cancelled · target ≤ 10 %

HIGH RISK, NO ROLLBACK PLAN

1

document the way back before the change

PIRS OUTSTANDING

2

implemented at medium risk or above, review not yet recorded

10 of 10 record(s) included. All records. Amounts in USD.



Upcoming scheduled changes

DATE	CHANGE	TYPE	RISK	OUTAGE	APPROVAL
2026-08-16	CHG-008 · File server — storage expansion	Normal	High	60 min planned	NOT APPROVED
2026-08-23	CHG-009 · Meeting rooms — video units	Standard	Low	none planned	Pre-approved (standard change)

High-risk and non-compliant changes

DATE	CHANGE	RISK	STATUS	WHAT IS MISSING
2026-05-31	CHG-004 · Email — spam filter	High	Implemented	no documented rollback plan; post-implementation review not recorded
2026-08-16	CHG-008 · File server — storage expansion	High	Scheduled	no approver recorded
2026-07-15	CHG-007 · Web shop — payment gateway	Medium	Implemented	post-implementation review not recorded

Change register

SCHEDULED	REF	SYSTEM	TYPE	RISK	REQUESTED	APPROVED BY	IMPLEMENTED	STATUS	OUTAGE MIN	ROLLBACK	PIR	APPROVAL	OUTCOME
2026-05-01	CHG-001	Office Wi-Fi — access points	Standard	Low	IT support	Pre-approved (standard change)	2026-05-01	Implemented	0	Yes	No	Approved	Succeeded
2026-05-09	CHG-002	Finance server — invoicing	Normal	Medium	Finance manager	S. Varga	2026-05-10	Implemented	0	Yes	Yes	Approved	Succeeded
2026-05-21	CHG-003	Core network — main switch stack	Normal	High	Network engineer	S. Varga	2026-05-21	Implemented	45	Yes	Yes	Approved	Succeeded
2026-05-31	CHG-004	Email — spam filter	Emergency	High	IT support	S. Varga (retrospective)	2026-05-31	Implemented	0	No	No	Approved	Succeeded
2026-06-15	CHG-005	CRM — database server	Normal	Medium	Sales operations	S. Varga	2026-06-16	Rolled back	30	Yes	Yes	Approved	Rolled back
2026-06-30	CHG-006	Laptops — endpoint protection	Standard	Low	IT support	Pre-approved (standard change)	2026-07-01	Implemented	0	Yes	No	Approved	Succeeded

SCHEDULED	REF	SYSTEM	TYPE	RISK	REQUESTED	APPROVED BY	IMPLEMENTED	STATUS	OUTAGE MIN	ROLLBACK	PIR	APPROVAL	OUTCOME
2026-07-15	CHG-007	Web shop — payment gateway	Emergency	Medium	E-commerce lead	M. Okafor	2026-07-15	Implemented	0	Yes	No	Approved	Succeeded
2026-08-16	CHG-008	File server — storage expansion	Normal	High	IT support	—	—	Scheduled	60	Yes	No	Unapproved	Pending
2026-08-23	CHG-009	Meeting rooms — video units	Standard	Low	Facilities	Pre-approved (standard change)	—	Approved	0	Yes	No	Approved	Pending
2026-07-20	CHG-010	HR system — single sign-on	Normal	Medium	HR manager	M. Okafor	—	Cancelled	0	Yes	No	Approved	Cancelled

Notes

Sample register — replace every entry with your own before relying on it or circulating it.

This is an internal record and a calculation aid, not a change-management system: it does not enforce approvals, schedule anything or talk to any other tool. The success rate counts only changes that reached implementation or were rolled back — draft, scheduled and cancelled changes are excluded, so the figure says nothing about them. The emergency-change share is measured against all changes except drafts and cancellations. Every figure depends on the register being kept complete: changes made but never logged are invisible here.