



IT CHANGE CLOSURE REPORT (NON-STANDARD CHANGE)

Information Technology Division (ITD)
International Islamic University Malaysia

Version: 01 Revision: 04 Effective Date: 07/2019

IT CHANGE INFORMATION			
IT Change ID	:		
Title of IT Change	:		
Change Initiator	:		
Start Date	:	End Date	:

CHANGE IMPLEMENTATION REVIEW			
Tick (√)	Statement related to the change implementation	Name, Signature of Change Initiator / Date Signed	Name, Signature of Change Coordinator / Date Signed
	Change activities has been done according to plan and change has been successfully implemented		
	Change activities has been done with some deviation from the original plan and has been successfully implemented		
	Change activities are cancelled due to _____		

IT CHANGE CLOSING REPORT APPROVAL		
Reviewed by:	Recommended by:	Approved by:
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Change Coordinator	Change Manager	ITD Director
Name:	Name:	Name:
Date:	Date:	Date:
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