**OIT Standard Change Requirements:**

In order to be classified as a Standard Change the change must be approved by the OIT Change Advisory Board (CAB). By definition, Standard Changes should be repeatable, occur frequently, and are proven to be low risk. All Standard Changes will be reviewed by the OIT CAB annually to ensure they are still valid.

**The following is required when submitting a change to be an OIT Standard Change:**

* This change is scriptable (step by step work procedures) and successfully repeatable
* Documented build procedures exist
* Test the Change and document results
* Install plan (time to install, steps required) documented
* Applicable customer, user, and internal notifications/communications are built into the workflow
* Link procedural documentation for execution to each Standard Change Request (link to template)
* Back-out or Recovery procedure is documented and tested

**While building OIT Standard Change workflow, consider the following items:**

* List any possible errors or problems that may result in implementing the change
* List all services that may be impacted by the change
* Identify how change will be categorized in ITSM tool ( i.e. Infrastructure -> Network -> Wireless)
* Work instructions should contain the following information
	+ Build- Implementation details
	+ Test/Validation
	+ Rollout
	+ Back Out Plan
	+ Identification of other standard changes required to complete change
	+ Maintenance instructions/knowledge transferred to operational support staff
	+ Communications to impacted stakeholders, service owners, users and customers
	+ Does this need to be posted to the Change Calendar?