

CAB CHECKLIST

Change Ticket #

CH _____

IT CHANGE MANAGEMENT - CHECKLIST PRIOR TO CAB

Refer to the Change Management procedure document,

<https://kaust.navexone.eu/content/dotNet/documents/?docid=1675>



To expedite the approval of your RFC during the CAB meeting, please ensure the following are ready:

- Highlight all business owners, affected equipment and machines, and affected applications.
- Bring evidence that the ultimate affected users/business owners have been informed
- Ensure communication with relevant IT units has been conducted
- Ensure that Change Tickets are filled in properly with Downtime fields filled in, and within the official change window.
- Obtain respective IT Unit Manager approval
- For new services, provide evidence that this was discussed with Architecture team and listed in Service Portfolio/Catalog
- Update any relevant information on the IT intranet.
- Bring to the CAB the IT Alert text and present a brief communication plan, as required.
- Present a brief training plan for the ITSD and end-users (for new services)
- Roll-back plan attached

Support the Infosec assessment by considering:

1. **Change Description**
Include a clear summary of the proposed change, its purpose, scope and affected Assets and their corresponding IP addresses.
2. **Conduct and Document an Impact Analysis**
Describe the potential effects on systems, users, services, or other departments, if any.

3. **Implementation Plan**

Describe how the change will be deployed, including any dependencies or pre-implementation tasks.

4. **Testing and Validation**

Confirm if testing has been performed. If available, include test results or a summary of the validation process.

5. **Rollback Plan**

Provide a fallback strategy in case the change causes issues or needs to be reversed.

Post CAB

- Inform the CAB chair as to the success or otherwise of the Change
- Attend the next CAB meeting after the change to have a quick post-change review