CHANGE SCHEDULE

Change schedule summary

Schedule no.	RfC / Change Record no.	Date of RfC/Change Record	Authorised by
Schedule_1		0	
Schedule_2			
Schedule_3			
Schedule_4			
Schedule_5			
Schedule_6			
Schedule_7			
Schedule_8			
Schedule_9			
Schedule_10			

[company logo]
[company name]

Authorization date	Planned timeframe	Outage duration (PSO)
		0.00

Change schedule template

RfC / Change Record no.

Authorized by:

#N/A

#N/A   #N/A

Change Schedule no.

Date of RfC/Change Record

Authorization date:

Planned timeframe

Link to CAB Minutes of Meeting

Activity	Service Outage	Outage Duration	Date	Responsibility
Change Authorized			0	
Activity 1				
Activity 2				
[Change implemented]				

y

How to use this document
Each schedule plan for change is entered in a new worksheet, i.e., one workshe
In the sheet "summary" - only the worksheet name should be entered in colum
Sheet Schedule_1

	Name the worksheet at your convenience. It is impo
	Copy Request for Change, i.e. Change Record, numb
	When entering "Authorized by" - select name and ad
	Implementation and activities - enter activities. If yo

Don't delete this sheet

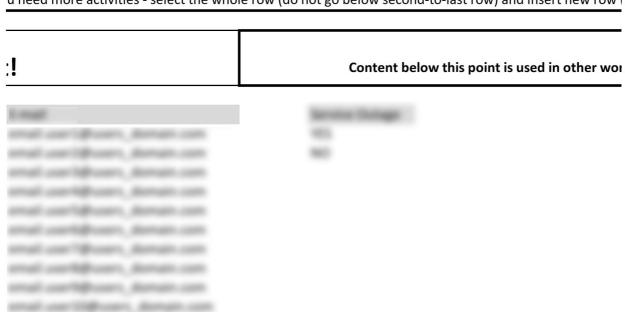| Name	Location	Phone
Last name, Name 1	Location 1 / Room 99/ Department a	
Last name, Name 2	Location 1 / Room 98/ Department a	
Last name, Name 3	Location 1 / Room 97/ Department c	
Last name, Name 4	Location 1 / Room 96/ Department a	
Last name, Name 5	Location 1 / Room 95/ Department b	
Last name, Name 6	Location 1 / Room 95/ Department b	
Last name, Name 7	Location 1 / Room 95/ Department b	
Last name, Name 8	Location 1 / Room 95/ Department b	
Last name, Name 9	Location 2 / Room 94/ Department ab	
Last name, Name 10	Location 2 / Room 93/ Department abc	

eet equals one change schedule.

n B. If you copy formulas for other columns (C-H) - data will be filled automatically. To copy formula: se

rtant that the worksheet name equals the change schedule number and that it is copied into B-cell in th

er from Appendix_1 of Change Management Process.

ldress; telephone and e-mail will be filled automatically from table below.

u need more activities - select the whole row (do not go below second-to-last row) and insert new row

:!

Content below this point is used in other wor

E-mail	Service Outage
email.user1@users_domain.com	YES
email.user2@users_domain.com	NO
email.user3@users_domain.com	
email.user4@users_domain.com	
email.user5@users_domain.com	
email.user6@users_domain.com	
email.user7@users_domain.com	
email.user8@users_domain.com	
email.user9@users_domain.com	
email.user10@users_domain.com	

lect cells C - H in last filled row and drag them into next row.

e "Summary" worksheet (in order to show summarized data).

(in this way, the summary table and sum of PSO will be correct).

rksheets as input in various fields. Adapt it to your own requirements.