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| --- | --- | --- | --- |
| **Date** |  | **Tracking No. (*MARC assigned*)** |  |
| **Stakeholder Proposing Change** | Name |  | Title |  |
| Agency |  |
| Email |  | Phone No. |  |
| **Description of Change** | Title | *Short Description (up to 25 characters)* |
| Detailed Description | *(What is to be added, deleted or modified? Attach additional documentation, including a project architecture, as necessary)* |
| Type of Change | [ ]  New Project/System[ ]  Deleted Project/System[ ]  Modified Project/System | [ ]  New/Changed Stakeholder[ ]  Change in Project Status[ ]  Change in Project Priority[ ]  Other |
| Systems or Projects | *Name of System(s) or Project(s) being implemented or modified (if applicable)* |
| **Project Status** | [ ]  Proposed (funding not yet secured)[ ]  Planned (funding secured)[ ]  Under Construction (stakeholder is currently deploying system/project)[ ]  Existing |
| **Maintenance Team Comments** |  |
| **Maintenance Team Action** | [ ]  Approve[ ]  Reject[ ]  Deferred Until \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Additional Notes (submit additional pages if necessary** |  |