# Roles & Responsibilities

The following table represents who is Responsible (doer), Accountable (buck stops here), Consulted (input), Informed (kept in the loop).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Product Manager** | **Customer Service** | **Developer** | **Manager** |
| **Documentation** | R | C | C | A |
| **Work Management** | A | C | R | I |
| **Release Management** | A | C | R | I |
| **Customer Communication** | I | RA | I | C |

Substitute roles with named individuals or job titles.

# Change Description

What is being changed?

# Reason

What is the reason for the change?

# Impact Assessment

What is the impact of the change?

Is more storage required?

Do we need faster kit?

Does someone need to be trained?

Do we need hire or fire?

Are there financial implications?

# Costs

What costs are involved to implementing this change?

# Resourcing

Who is required to make the changes?

Who is required to deploy the changes?

# Identified Risks

The following lists constitutes known risks.

1. A
2. B
3. C

# Issues & Assumptions

The following list details a list of issues -- resolved issues are noted as such but kept for future referral.

1. A
2. B (RESOLVED: how).
3. C

# Feedback

The following commentary was accepted and noted. Such commentary may have surfaced through meetings, water cooler conversations, emails, formal reviews, phone conversations.

|  |  |  |  |
| --- | --- | --- | --- |
| **WHO** | **WHEN** | **HOW** | **COMMENT** |
| Someone | 12 May | Email | Some comment duly noted. |
|  |  |  |  |
|  |  |  |  |