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| SNOW#: | Description: |
| ITS INTERNAL USE ONLY | Change Request Tracker: |
| Requestor/Institution: |  |
| OneUSGConnect Analyst: |  |

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| Summary of Change Request: **To be filled out by requester or institution** |
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| Available Options: **To be filled out by requestor or institution** | |
| **Option 1** |  |
| Pros |  |
| Cons |  |
| **Option 2** |  |
| Pros |  |
| Cons |  |
| **Option 3** |  |
| Pros |  |
| Cons |  |
| Cross-functional Concerns & Impacts: **To be filled out by ITS**  *Please identify any concerns/impacts that the proposed change or the Options above might present.* | |
| **Area** | **Description** |
| *Module-Specific Impacts* |  |
| *Change Management Impacts* |  |
| *Policy Impacts* |  |
| *Audit Risk* |  |

| Estimated Hours and Costs: **To be filled out by ITS**  *\*\*Please document the number of functional and technical hours that will be required to implement the options presented.* | |
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| **Funding Source** |  |
| **\*\*Functional** (spec development, testing, documentation, etc.) |  |
| **\*\*Technical** (development, unit testing, remediation) |  |
| **On-Going Maintenance** (If Needed) |  |
| **Change Management** (If Needed) |  |
| **Other** |  |

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| Recommendation and Recommended Solution Type: **To be filled out by ITS** | |
| **Configuration** |  |
| **Bolt-On Extension** |  |
| **Customization** |  |
| **Other** |  |
| **ITS Recommendation:** | |