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| L:\Communications Services\Comms Services Projects\5. Brand\Templates, logos and guidelines\Development Area\Stationery template development\2014 May_new templates for web\UPDATED on the WEBSITE\information-services-14\IS-col-14.png  ***CHANGE REQUEST***  ***BUSINESS CASE PROPOSAL*** |  |

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| **TITLE OF CHANGE REQUEST:** |  |

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| --- | --- | --- | --- |
| **NAME:** |  | **DATE FORM COMPLETED:** |  |

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| --- |
| **RAISED ON BEHALF OF:** (Please specify which College/Department/Central Office/Group) |
|  |

|  |  |
| --- | --- |
| **DATE REQUIRED BY:** |  |

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| --- |
| **OVERVIEW:** (Please write a clear and concise description of the change, to include the situation as it is now and your expectation of the situation when the work is completed) |
|  |
| **IS THE CHANGE REQUEST A LEGAL OR STATUTORY REQUIREMENT?** (If yes, please provide information) |
|  |

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| **PLEASE PROVIDE A BRIEF BUSINESS CASE FOR THIS CHANGE:** | |
| **FINANCIAL BENEFIT**  (please calculate real cost savings/increased revenue where appropriate) |  |

|  |  |
| --- | --- |
| **OTHER BUSINESS EFFICIENCY GAINS**  (non-financial benefits such as quicker response time, higher throughput etc) |  |
| **IMPACT OF NOT DOING IT** |  |
| **IMPACT ANALYSIS OF THE CHANGE**  (does this change affect the use of CamSIS in other areas? if so, can you confirm that you have liaised with representatives of those areas to discuss the change)  Note: a technical impact analysis will be carried out by the CamSIS team. |  |

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| **IS FUNDING AVAILABLE?** | YES / NO / POSSIBLY | **AMOUNT OF FUNDING AVAILABLE:** | **£** |

**In the event of an enquiry on completing this form, please contact Neil King at neil.king@uis.cam.ac.uk.**