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| The following information is to inform you of an IT activity scheduled to be performed in the near future.  Please review the information and if you have any concerns, please contact the Main Contact as defined below ***before*** the start of this work.  **PLEASE DO NOT REPLY ALL.** |
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| **Action to be Performed** | *Description.* |
| **Action Target Date(s)/Time(s)** | *Date/Time Range.* |
| **Reason** | *Detailed Reason why this work is being performed. Is this a federal/state mandate? Is this a compliance item? Is this a security update?* |
| **Potential Impact/Risks** | *What systems/users will be impacted by this work?  Will any systems be unavailable during this work?  If so, how long do we expect the system to be down?* |
| **Campuses Affected** | *Which campus, or campuses, will be affected by this work?* |
| **Main Contacts** | *Who will the main contact(s) be?  List preferred contact method. (Provide email/phone)* |
| **Workarounds** | *Are there any applicable temporary workarounds that users may need to be aware of while this work is being performed?*  |
| **Post Action Requirements** | *Will systems/users need to take any actions after the work has been completed?* |
| **Help Desk Information** | *List any specific information the Help Desk may require to assist users who may call in with issues pertaining to this work.* |