



INFORMATION TECHNOLOGY DEPARTMENT SOFTWARE MAINTENANCE & CONTROL FORM

Format No. : _____
 Rev. No. : _____
 Rev. Date : _____

Form No. _____
 Form Date. _____
 Page No. _____

Maintenance & Control Scope	Description of maintenance & Control

Resources Requirement

#	Key inputs	Process / Department Stages – Maintenance / Services deployed.	Responsibility	Output

Controls Required

Process measure parameter	Parameter Description	Source of input	Monitoring Frequency	Responsibility

Documentation / Records

#	Particulars	Format No	Type of Copy	Filling Method	Unit	Location – Storage	Retention

Prepared by	Date	Verified & Approved by	Date	Manager I.T. Sign	Date	Director Sign.	Date
-------------	------	------------------------	------	-------------------	------	----------------	------