**Change Management Process Template**

**– 1.0 –**

**Request Submission**

**– 2.0 –**

**Submission Review**

**– 3.0 –**

**Plan Development**

**– 4.0 –**

**Implementation**

**& Monitoring**

**– 5.0 –**

**Result Assessment**

**– 5.1 –**

**Assess Change Results**

**– 5.2 –**

**Evaluate Process for Future Improvements**

**– 5.3 –**

**Compile Report of Findings**

**– 5.4 –**

**Communicate Report to Stakeholders**

**– 4.1 –**

**Initialize Change Process**

**– 4.2 –**

**Evaluate Milestone Success / Issues**

**– 4.3 –**

**Implement Any Necessary Revisions**

**– 4.4 –**

**Finalize Process & Report Data**

**– 3.4 –**

**Finalize Change Process Schedule**

**– 3.3 –**

**Resource / Asset Allocation**

**– 3.2 –**

**Review Impact Analysis**

**– 3.1 –**

**Review Cost Benefit Analysis**

**– 2.4 –**

**Impact Analysis**

**– 2.3 –**

**Cost Benefit Analysis**

**– 2.2 –**

**Assess Resource / Asset Requirements**

**– 2.1 –**

**Specification Verification**

**– 1.4 –**

**Submit Change Request Form**

**– 1.3 –**

**Complete Change Request Form**

**– 1.1 –**

**Requested Change Description**

**– 1.2 –**

**Impact / Scope of Request**

**CHANGE MANAGEMENT PROCESS**

**– 2.5 –**

**Submission Approval**