[A picture containing text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11248&utm_source=integrated+content&utm_campaign=/content/workflow-optimization&utm_medium=Change+Management+Workflow+word+11248&lpa=Change+Management+Workflow+word+11248&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**CHANGE MANAGEMENT WORKFLOW TEMPLATE**

**CHANGE MANAGEMENT PROCESS**

**– 2.0 –**

**Submission Review**

**– 1.0 –**

**Request Submission**

**– 4.0 –**

**Implementation**

**& Monitoring**

**– 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**

**– 3.0 –**

**Plan Development**

**– 5.0 –**

**Result Assessment**

**– 1.2 –**

**Impact / Scope of Request**

**– 1.1 –**

**Requested Change Description**

**– 1.3 –**

**Complete Change Request Form**

**– 1.4 –**

**Submit Change Request Form**

**– 2.4 –**

**Impact Analysis**

**– 2.3 –**

**Cost Benefit Analysis**

**– 2.2 –**

**Assess Resource / Asset Requirements**

**– 2.1 –**

**Specification Verification**

**– 2.5 –**

**Submission Approval**

**– 3.1 –**

**Review Cost Benefit Analysis**

**– 5.1 –**

**Assess Change Results**

**– 3.2 –**

**Review Impact Analysis**

**– 5.2 –**

**Evaluate Process for Future Improvements**

**– 5.3 –**

**Compile Report of Findings**

**– 5.4 –**

**Communicate Report to Stakeholders**

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |