CHANGE MANAGEMENT PROCESS

- 1.0 – Request Submission
  - 1.1 – Requested Change Description
  - 1.2 – Impact / Scope of Request
  - 1.3 – Complete Change Request Form
  - 1.4 – Submit Change Request Form

- 2.0 – Submission Review
  - 2.1 – Specification Verification
  - 2.2 – Assess Resource / Asset Requirements
  - 2.3 – Cost Benefit Analysis
  - 2.4 – Impact Analysis
  - 2.5 – Submission Approval

- 3.0 – Plan Development
  - 3.1 – Review Cost Benefit Analysis
  - 3.2 – Review Impact Analysis
  - 3.3 – Resource / Asset Allocation
  - 3.4 – Finalize Change Process Schedule

- 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

- 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
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