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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