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
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.