Dataco Global Change Management Policy for Supply Chain Processes

Introduction

This policy establishes the framework for managing changes within Dataco Global's supply chain processes. It ensures that all changes are properly evaluated, authorized, implemented, and documented to minimize disruption, maintain operational integrity, and support continuous improvement.

Scope

This policy applies to all changes affecting Dataco Global's supply chain operations, including but not limited to procurement processes, inventory management systems, logistics operations, supplier relationships, and related technologies.

Policy Statement

Dataco Global is committed to implementing changes in a controlled, transparent, and efficient manner that minimizes risks to business continuity while maximizing opportunities for improvement and innovation.

Roles and Responsibilities

Change Management Team Structure:

- Executive Sponsor: C-level executive who approves changes with financial impact exceeding $250,000
- Change Management Director: Oversees the entire change process and approves changes between $100,000-$250,000
- Supply Chain Process Owners: Department heads responsible for changes within their functional areas (approval authority up to $100,000)
- Change Coordinators: Designated individuals within each department who facilitate and document changes
- IT Representatives: Technical specialists who assess and implement system-related changes
- Change Advisory Board (CAB): Cross-functional team that meets bi-weekly to review and approve changes

Change Classification and Assessment

Change Categories:

1. Emergency Change: Requires implementation within 24 hours to address critical issues
2. Standard Change: Pre-approved, low-risk, routine changes
3. Normal Change: Planned modifications requiring formal review
4. Major Change: Significant modifications affecting multiple departments or systems

Risk Assessment Requirements:

- All changes must undergo a risk assessment using Dataco Global's 5-point risk scale
- Changes with risk scores of 4 or 5 require detailed mitigation plans
- Changes affecting more than 15% of supply chain operations require executive approval
- Changes impacting customer-facing processes require customer impact analysis

Change Request and Approval Process

1. Submission: All changes must be documented through the official Change Request Form
2. Initial Review: Requests must be screened within 3 business days
3. Analysis: Changes must include cost-benefit analysis for initiatives exceeding $50,000
4. Approval Thresholds:
    - Changes affecting 15% of operations: Executive Sponsor approval
5. Timeline Requirements:
    - Standard changes: 5 business days advance notice
    - Normal changes: 10 business days advance notice
    - Major changes: 30 business days advance notice

Implementation Guidelines

Planning Requirements:

- All approved changes must have a detailed implementation plan
- Changes affecting core systems require a backup/rollback plan
- Changes impacting more than 10 employees require a formal training plan
- Test environments must be utilized for all system changes

Communication Standards:

- Stakeholder notification must occur at least 7 days before implementation for normal changes
- All affected employees must receive training no less than 3 days before implementation
- Post-implementation communications must be sent within 24 hours of completion

Monitoring and Evaluation

Performance Metrics:

- 100% of changes must be documented in the Change Management System
- 95% of changes must adhere to planned timelines
- Post-implementation issues must not exceed 5% of total changes
- User satisfaction surveys must maintain a minimum score of 4.0/5.0

Review Schedule:

- Emergency changes: Review within 48 hours of implementation
- Standard and normal changes: Review within 7 days of implementation
- Major changes: Review at 7, 30, and 90 days post-implementation

Documentation and Record Keeping

- All change documentation must be maintained for a minimum of 3 years
- Change logs must be updated within 24 hours of implementation
- Quarterly audits will be conducted to ensure 100% compliance with documentation requirements
- The Change Management Director must produce monthly reports summarizing all change activities

Compliance and Enforcement

- Non-compliance may result in disciplinary action
- Unauthorized changes will be subject to immediate review and possible rollback
- Repeated policy violations will trigger mandatory retraining
- Annual compliance audits will be conducted by the Internal Audit team

Policy Review

This policy will be reviewed annually or whenever there are significant changes to supply chain operations. The next scheduled review is May 2026.

Note: This policy has been generated specially for hackathon. It has no relation with Syngenta or any other company.