

### **Change Management Plan**

1. Customer or Team requests a change by submitting an issue to Github repository.
2. Project Manager will decide if the request is within scope within 3-5 days of posted issue.
3. If the request is within scope the project team will prepare an Impact Analysis Report to include: cost, schedule, quality, and risk. This Impact Analysis Report will be submitted within 3-5 days of approval by Project Manager.
4. Project Manager will review Impact Analysis Report and decide to approve or reject change based on information provided in report.
5. If the change is approved the project team will develop and implement the change.
6. Review and report success of change.

\*\*Chart below made by Jen

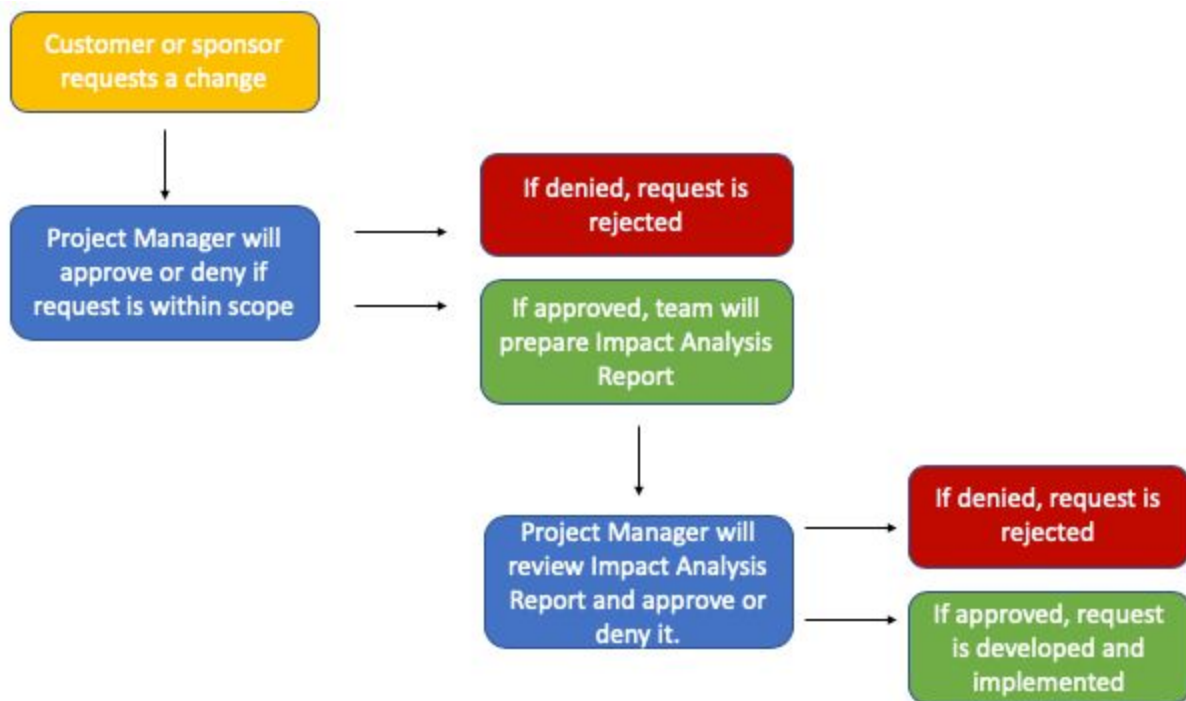


Image below:

<https://www.smartsheet.com/8-elements-effective-change-management-process>

# Change Management **Process**

