# Process Change Whitepaper – Instructions

Purpose:

Use this form to formally document the rationale, impact, validation, and implementation plan for a process change.

How to Use:

- Fill out each section as completely as possible using engineering judgment to determine applicability.

- Bracketed placeholders show what kind of input is expected and should be replaced with real values.

- This form is used in cross-functional reviews and becomes a permanent reference artifact.

Sections Included:

1. Header metadata summary

2. Detailed change description table

3. Risk/impact summary

4. Validation data summary

5. Stakeholder list

6. Implementation + Backout plan

7. References and attachments

# Process Change Whitepaper Template

## Section 1: Change Summary

|  |  |
| --- | --- |
| Change Title | [e.g., Insert change title here] |
| Owner | [e.g., Insert owner here] |
| Owner's Function/Group | [e.g., Insert owner's function/group here] |
| Change Summary | [e.g., Insert change summary here] |
| Rationale | [e.g., Insert rationale here] |
| Date Submitted | [e.g., Insert date submitted here] |
| Reviewer | [e.g., Insert reviewer here] |
| Date Approved | [e.g., Insert date approved here] |

## Section 2: Change Table

|  |  |  |
| --- | --- | --- |
| Change Description | Current State | Post-Change State |
| [Insert info] | [Insert info] | [Insert info] |

## Section 3: Risk and Impact Summary

|  |  |  |  |
| --- | --- | --- | --- |
| Concern | Owner/Team | Status (Open/Closed) | Notes |
| [Insert info] | [Insert info] | [Insert info] | [Insert info] |

## Section 4: Validation Summary

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Metric | Context/Stats (Product, Sample Size, Collection Duration) | Current Baseline (mean +/- std) | Post-Change Baseline (mean +/- std) | Disposition (Worse/Matched/Better) | Notes |
| [Insert info] | [Insert info] | [Insert info] | [Insert info] | [Insert info] | [Insert info] |

## Section 5: Stakeholder List

[List stakeholders who reviewed this change and those impacted by rollout]

## Section 6: Implementation + Backout Plan

[Describe pilot plan, phased rollout, and backout conditions]

## Section 7: Attachments and References

[List attached documents, links, charts, or supporting evidence]

# Change Log

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Change Description | Author | Date |
| v1 | Initial release of whitepaper documentation form | Josh Villanueva | 2025-06-29 |