

# Change Request Process

## **Step 1: Stakeholder Notification**

Stakeholders should notify MilOps co-chairs via an official communication channel, providing a clear description of the proposed change to the MilOps model.

## **Step 2: Co-Chair Guidance**

Co-chairs will promptly review the proposed change and provide stakeholders with appropriate guidance, ensuring alignment with project objectives.

## **Step 3: Change Request Form Submission**

Stakeholders will complete the Change Request (CR) form detailing the proposed changes and submit it to the Co-Chairs.

## **Step 4: Notification and Posting**

Co-Chairs will upload the CR to the GitHub page then disseminate an email notification to the MilOps community, including a link to the GitHub site where the CR has been posted.

## **Step 5: Impact and Solutions Assessment (ISA)**

MilOps technical Subject Matter Experts (SMEs) will conduct an in-depth Impact and Solutions Assessment (ISA) of the CR, evaluating potential effects and proposing solutions.

## **Step 6: Presentation of ISA Results**

The Stakeholder and technical SME will present the findings of the ISA to the MilOps community in a transparent manner, fostering understanding and collaboration.

## **Step 7: Community Review**

The MilOps community will have a defined period to review the CR and ISA, ensuring comprehensive consideration and inclusivity.

## **Step 8: Finalization of CR/ISA**

Stakeholder and technical SME will incorporate community feedback, finalize the CR, and conclude the ISA based on the review.

## **Step 9: Community Vote**

The MilOps community will vote on the CR, expressing their collective decision on the proposed changes.

## **Step 10: Approval/Disapproval**

Co-Chairs will assess the community's vote and either approve or disapprove the CR based on the consensus reached.

**Step 11: Briefing to NBAC**

Co-Chairs will inform the NBAC (if applicable) about the results of the CR process, concluding the internal MilOps process for non-MOMS products.

**Step 12: OASIS CCB Process Kick-off**

In the case of MilOps Open artifacts, the approval triggers the initiation of the internal OASIS Change Control Board (CCB) process.