Change Management Process:-

**1-** **Capture the Change Request**: Document the request, including CR ID, Name, and owner, and then mark the status as "Open" in[Change Request](https://docs.google.com/spreadsheets/d/1sTkeGtGRD1mMM4OZkxOT3NcrHMw5wcBrYMvGZkw_31E/edit#gid=0)template.

* **2- Assess Feasibility and Impact**: The Leader of The Development Team evaluates feasibility within constraints, assesses the impact based on his experience, determines tasks to be implemented, documents in the Analysis column in the“[Change Request](https://docs.google.com/spreadsheets/d/1sTkeGtGRD1mMM4OZkxOT3NcrHMw5wcBrYMvGZkw_31E/edit#gid=0)”, and then marks the status as "Assessed"

**3-** **Choose Approval Committee**:

The committee will comprise the project manager, a finance representative, and a customer representative if needed. Add it to the Committee members Column in[Change Request](https://docs.google.com/spreadsheets/d/1sTkeGtGRD1mMM4OZkxOT3NcrHMw5wcBrYMvGZkw_31E/edit#gid=0)template.

* **4- Obtain Approval**: The Project Manager seeks approval from the approval committee before implementing the change and then marks the status as "Approved" in[Change Request](https://docs.google.com/spreadsheets/d/1sTkeGtGRD1mMM4OZkxOT3NcrHMw5wcBrYMvGZkw_31E/edit#gid=0)template.
* **5- Prioritize the Change**: The Project Manager ranks change requests based on Priority, and urgency, Documenting it in the Priority column in the change request template, and then marks the status as "Prioritized" in[Change Request](https://docs.google.com/spreadsheets/d/1sTkeGtGRD1mMM4OZkxOT3NcrHMw5wcBrYMvGZkw_31E/edit#gid=0)template.
* **6- Develop an Action Plan**: The Project Manager creates a detailed plan outlining steps, resources, and timeline for implementing the approved change. Add it to the Action Plan Column in[Change Request](https://docs.google.com/spreadsheets/d/1sTkeGtGRD1mMM4OZkxOT3NcrHMw5wcBrYMvGZkw_31E/edit#gid=0)template.
* **9- Implement the Change:**

-The Project Manager assigns the tasks to individuals or teams, considering factors like expertise and availability, adding the tasks on Trello referencing their IDs on [Change Request](https://docs.google.com/spreadsheets/d/1sTkeGtGRD1mMM4OZkxOT3NcrHMw5wcBrYMvGZkw_31E/edit#gid=0)template.

* **10- Monitor:** The Project Manager weekly checks the progress of the change implementation using Trello, communicating any issues or deviations with the team member via E-mail, rescheduling the deadline if needed, and then marking the status as "Monitoring".
* **10- Verify and Validate:** The Testing Team ensures the implemented change adheres to the planned actions and the owner ensures it meets its expectations.
* **11- Finish**: Confirm the owner's satisfaction, The Project Manager formally closes the change request by changing the Status to Closed in [Change Request](https://docs.google.com/spreadsheets/d/1sTkeGtGRD1mMM4OZkxOT3NcrHMw5wcBrYMvGZkw_31E/edit#gid=0)template.