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**Change Management Process**

**Foxes Project**

**Abstract**

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# Introduction

## Purpose

*[Provide the information about the change management process followed in the project.]*

## Scope

*[Mention about the scope of the change management process.]*

## Definitions and Abbreviations/Acronyms

*[Define the required definitions and Abbreviations /Acronyms.]*

### Definitions

|  |  |
| --- | --- |
| **Terms** | **Definition** |
|  |  |
|  |  |

### Abbreviations/Acronyms

|  |  |
| --- | --- |
| **Abbreviations/Acronyms** | **Definition** |
|  |  |
|  |  |

# Change Management Process

*[Provide a big picture about the change management process followed in the project.]*

# Roles & Responsibilities

*[Roles and Responsibilities of the change management will be listed here.]*

# Process Description

*[Describe the activities performed by the change management in this project. Including: Step Name, Required Input, Expected Output, Participant and the activities in step.]*

## Step #1

|  |  |
| --- | --- |
| Required Input |  |
| Expected Output |  |
| Participant |  |
|  | |

## Step #2

|  |  |
| --- | --- |
| Required Input |  |
| Expected Output |  |
| Participant |  |
|  | |

# Revision

|  |  |  |  |
| --- | --- | --- | --- |
| # | Date | Editor | Description |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |