

Change Request Workflow Overview

Change Requests progress through a series of activities defined within the workflow:

1. **Create Change Request:** The Creator navigates to **Contents > Unified Change Management > Change Requests > Create New Change Request**. The request is saved as a **Draft**.
2. **Prepare Change Proposal:** The Creator enters the Change Request details (e.g., Title, Reason for Change, Description, Priority, etc.). If needed, they list proposed **Affected Items** and add **Supporting Data**. Once ready, the Creator casts their vote:
 - o **Perform Impact Analysis:** Moves the Change Request to the **Analyze Change Impact** step.
 - o **Send for Review:** Moves the Change Request to the **Review Change Proposal** step.
 - o **Fast Track Approval:** Approves the Change Request immediately if the change is minor and does not require further Impact Analysis or detailed review.
3. **Analyze Change Impact:** Change Managers or other team members review the Change Request to ensure all necessary **Affected Items** are included and assess the overall impact.
4. **Review Change Proposal:** The Change Review Board evaluates the proposal, including Impact Analysis, Affected Items, proposed actions, and planned completion date. After the review, they cast their vote:
 - o **Approve:** Moves the Change Request to the **Approved** state, allowing a Change Order to be created.
 - o **Rework:** Returns the plan for necessary adjustments.
 - o **Reject:** Declines the Change Request.

