Work Management Process or Procedure
Change Form Instructions

The Change Management Process	To request a change to a Work Management process or procedure, individuals (or groups) must submit information on the change to be considered. Anyone in the workforce, facility user community, or stakeholders can submit a change request. This is to be done in writing either on paper or in electronic format. The following form should be used.
Phase 1 – Required Information	The form includes the following: **Identification Block -** Is completed by the requester and identifies the change request title, which will be used in subsequent communication, the date submitted, and the person and organization submitting the request. **Proposed Change Description and References -** Describes the change being proposed and clearly identify whether the change is system (FMS), organizational, or procedural in nature. Any reference material that will assist the reviewers should be identified and attached. **Justification –** Brief explanation of why the change is being proposed. **Impact Statement -** If the change is not implemented, how will it adversely affect staff, work performance and/or customers? **Alternatives -** List at least one alternative (more if possible) to the change you are proposing, and indicate why the proposed change is better. Briefly indicate why the alternative is not the better choice. Attach any supporting documentation that may help clarify the proposed change. When complete, submit to Associate Director for Work Management.
Phase 2 - Review of the Change Request	The requestor will be notified that the request was officially received for review. All change requests will be reviewed by the Process Review Team and/or the Restructuring Operating Steering Committee (if the idea represents a major change).
Phase 3: Review Results and Change Priority	The Process Review Team will review all proposed changes and decide whether the change should be approved, rejected, or tabled for later discussion and decision. The Process Review Team may also determine to allow the change to be implemented on a pilot basis and evaluated as a permanent change, specifying a pilot duration, monitoring and review program.
Phase 4: Document and Implement	The Process Review Team will: - Document changes (draft updates to current version) - Send out draft to appropriate people involved with process/procedure and include timeframe for review feedback - Document final changes in process/procedure book (include revision dates) - Send out final updates to appropriate people involved with process/procedure Associate Director of department involved will enforce process change.

Process/Procedure Guide Number Affected: _____ **New RPG Number:** _____
(If known - otherwise, Process Guide number will be filled in by Work Management)

Change Proposal Title: _____ **Date Created:** _____

Originator Name: _____ **Department/Shop:** _____

Proposed Change Description and References:

Justification: Why do you think this change should be made?

Impact of Not Implementing Proposed Change:

Alternatives to this change (if known)

Work Management Process or Procedure Change Form

Initial Release Date:	1.0 January 2011

Process Team Review Results: Review Date: ____

___**Approve for Implementation**   ___**Reject**   ___**Defer Until:**_____

___**Approve as temporary change, subject to final review and approval**

Reason:

Additional Notes

Signature Approval for Change

Associate Director of submitting department

_____   Date: _____

Associate Director, Work Management

_____   Date: _____