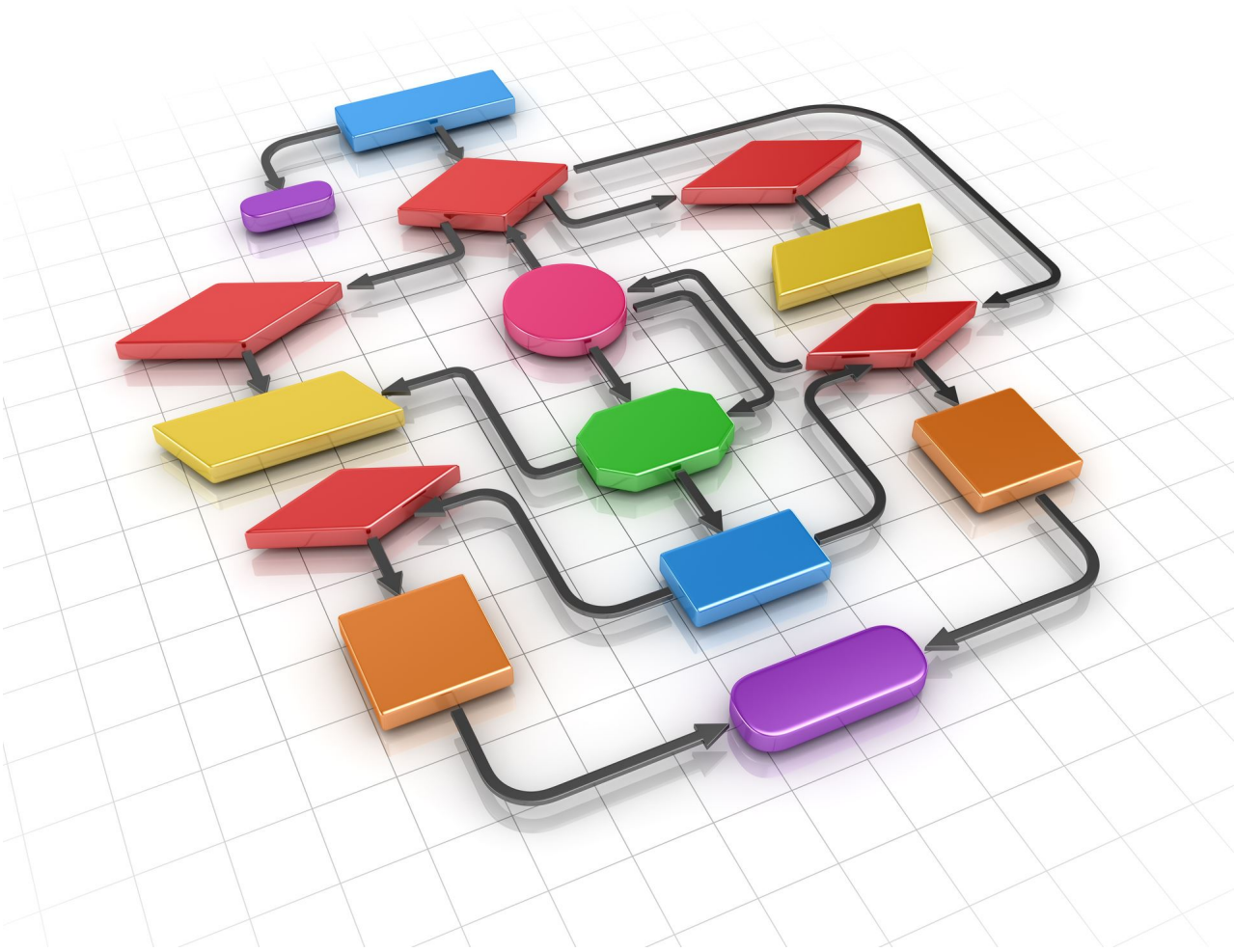


## Change Management (Paris)



## Table of Contents

<b>Overview .....</b>	<b>4</b>
Description.....	4
Scope .....	4
Goal.....	4
Objectives .....	4
Roles .....	5
RA(S)CI .....	7
<b>Process Control .....</b>	<b>10</b>
Controls.....	10
Metrics.....	10
Policies.....	11
<b>Level 0 .....</b>	<b>13</b>
<b>Workflow.....</b>	<b>14</b>
Inputs.....	14
Outputs.....	14
Activities .....	15
Activity Summary .....	15
Raising and Recording Normal Changes .....	16
Activity RA(S)CI.....	16
Cross-Functional Flow Diagram.....	17
Tasks.....	17
Assessing and Evaluating Changes .....	20
Activity RA(S)CI.....	21
Cross-Functional Flow Diagram.....	21
Tasks.....	21
Authorize & Schedule the Change .....	23
Activity RA(S)CI.....	23
Cross-Functional Flow Diagram.....	24
Tasks.....	24
Coordinate Build, Test and Implement .....	26
Activity RA(S)CI.....	26
Cross-Functional Flow Diagram.....	27
Tasks.....	27
Review and Close the Change .....	29
Activity RA(S)CI.....	29
Cross-Functional Flow Diagram.....	30
Tasks.....	30
Expanded Sub-processes (SP) .....	32
Standard Changes .....	32

---

SP Cross-Functional Flow Diagram .....	33
SubProcess Activity RA(S)CI.....	33
SP Tasks .....	34
Emergency Changes .....	37
SP Cross-Functional Flow Diagram .....	38
SubProcess Activity RA(S)CI.....	38
SP Tasks .....	39
<b>States.....</b>	<b>44</b>
Process States .....	44
Process State Diagram .....	44
Approval States.....	45
Approval State Diagram .....	46
<b>Appendix .....</b>	<b>47</b>
Attachments and Links.....	47
Definitions.....	47