

Change Management / Process Change Request Template

A formal, lightweight way to propose and approve a process change, so changes are intentional, not accidental.

Proposed By: _____

Date: _____

Process Being Changed: _____

Current Process

Briefly describe how it works today.

Proposed Change

Briefly describe what would change and why.

Reason For The Change

What problem does this solve? What evidence supports it (data, repeated complaints, a specific incident)?

Impact Assessment

Who is affected? What training or communication will be needed? Are there risks to consider?

Approval

APPROVER	ROLE	APPROVED?	DATE

Rollout Plan

When does this take effect? How will people be told? Who updates the relevant SOP?

Review Date

When will this change be checked to confirm it's actually working as intended?