

Change Request from DAS or SDC comes into DAS Change Management mailbox

DAS Change Coordinator and Tech Group reviews for potential impact on DAS or its customers

DAS Change Request Processing Flowchart

Document #01-02106-03
Updated August 06, 2008

Potential Impact?

Yes
Give Change Request a TSC number, enter on Change Management spreadsheet and save in Requests folder

No
List under email FYI section and attach the actual request to the email

List on email under Voting section and attach the actual request to the email

Send email with attached changes to ALL DAS Change Management Notifications

Print change requests to be voted on for in-house meeting attendees

DAS Change Board meets every Wednesday at 2 pm, via audio conference, to review and vote on changes.

Record Votes

Discuss participant concerns, if any, about the FYI change requests

After DAS audio conference, email voting outcomes to DAS_Change Mgmt_Dist

SDC Change Board meets via audio conference every Thursday at 2:00 pm

Email SDC Change Board outcomes to DAS_Change Mgmt_Dist

Confirm with requesting party that the changes are completely implemented.

Enter date and time of completed request in the Change Management Spreadsheet

File hard copy of Change Request in Completed section of Change Binder

Publish the updated Change Management Spreadsheet to the Web