

**Step 1: Identify Change Type**

(4 Team Templates)

1. Normal (major change or high risk)
2. Standard (routine change and low risk)
3. Latent (changed urgently, then documented)
4. Emergent (pending emergency change)

**Step 2: Identify CI**

**Step 3: Add Work Detail and Documentation**

**Step 4: Add Scheduled Dates**

**Step 5: Add other fields as prompted**