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