



COURSE CMII-04

The CMII Closed-Loop Change Process

Abstract:

This course builds upon the principles developed in CMII-01, 02 and 03 and focuses on the closed-loop and fast-track change process.

The first section provides a step-by-step description of the change analysis phase and activities coordinated by Change Specialist I. It describes how technical reviews are performed and how the Change Review Board makes business decisions.

The second section describes the process for implementing approved changes and activities coordinated by Change Specialists II and III. It describes how the Change Implementation Board extends the item and document impact matrices into detailed implementation plans.

The third section also shows how to apply project management and capacity planning principles to the change implementation process.

The fourth section describes why change process improvement must begin with building blocks that reside outside the change process. It also describes ways in which improved documentation practices can improve reuse and also improve the change process. It includes a questionnaire which students can use to assess their CM and CM-related activities and quantify their effectiveness.

Outline:

CHANGE ANALYSIS AND IMPACT MATRIX

- A. Change Specialist I
- B. Technical Reviews and Recommendations
- C. Change Review Board & Business Decisions
- D. Change Specialist II

CHANGE IMPLEMENTATION PLANNING

- E. Change Implementation Board
- F. Superseded/Superseding Item Transition
- G. Change Specialist III
- H. Approved ECR & In-Process ECN Changes

CHANGE IMPLEMENTATION MANAGEMENT

- I. Revision Levels and Out-of-Sequence ECNs
- J. Implementation Task Management System
- K. Capacity Planning and Priority Control
- L. Changes Without Formality of ECRs/ECNs

BUILDING BLOCKS AND SELF-ASSESSMENT

- M. Insight to Change Process Improvement
- N. Documentation Organization & Practices
- O. CM Self-Assessment Questionnaire
- P. Course Review and Summary