



Consistently and effectively manage all key changes using flexible, client tailored templates

Management of Change

- Customizable Change Templates
- Notification to Stakeholders
- Role Based Views
- Tracking of Required Actions

The **Management of Change** component of ICMS will centralize and organize your enterprise's process for managing change. It will streamline the manner in which changes are identified and reviewed across the organization, reducing the likelihood of negative impacts.

Implementing our **MOC** workflow solution will allow you to cost effectively:

- Capture relevant change data from the initiator
- Invoke a specific change template capturing key elements for that type of change
- Allow access, review and approval by all necessary stakeholders
- Comply with regulations
- Review or audit the entire process

MOC contains the following phases:

- Identify and initiate a change request
- Investigate and assess level and impact of change
- Assess risks, hazards, costs, benefits, affected stakeholders, etc.
- Approve change and assign responsibility
- Initiate and execute plan for change implementation
- Complete work, ensure turnover, and review for quality
- Close out and archive change

The core features of the **MOC** component from Beyond Compliance include:

- Standardized workflow to manage changes across the organization
- Modifiable change templates for each of the various types of change
- Flexible role assignments including Change Initiator, Implementer, Department Head, Coordinator, and Approver
- Attachment of relevant documents to notifications
- Email notification of assigned tasks and required approvals
- Exception tracking and administrative reports

Management of Change Workflow

