LABEL

REQUEST FOR CHANGE TO VITCCU OPERATIONAL ENVIRONMENT

1. Submit Request for Change	2. Filter and Submit to Board	3. Board Authorisation	4. Build, Test and Document Change	5. Stakeholder Review	6. Board Approval to Implement	7. Implement Change	8. Review Change
From the ViTCCU website, submit a Request for Change using the online form – http://www.lmha.com.au/vitccu/projectteam/changerequest.aspx	Project Administrator will evaluate all RFCs and filter those that are already underway, or are not achievable. All requests will be responded to. All those RFCs that are to proceed will be presented to the Project Board for evaluation with the recommendation of the Project Administrator. If further information is required, the Project Administrator shall request the formulation of a submission for the change by the appropriate change builder (vendor).	The Project Board will evaluate all recommended RFCs and authorise in principle their forward movement. Change requestors will be given the opportunity to represent their change to the Board.	Once authorised, the Change Builder is authorised to build and test the change. The Change Builder must also formulate a Change Implementation Plan including install plan, test and verification plan and backout plan. A schedule for the implementation across all ViTCCU sites should also be provided.	The Project Administrator will forward the Change Implementation Plan to the simulation coordinators for review, and to identify any site specific issues or scheduling that needs to be considered. The Project Administrator will then recommend the change to the Board. If not recommended, the change will be abandoned and the change builder and requestor advised.	The Board will review the Change Implementation Plan, and the recommendation of the Simulation Coordinators and Project Administrator to determine if the change should go ahead in its current form and schedule. The Board may approve, reschedule, delay or reject the change at this point. The Project Administrator will communicate the outcome to all change stakeholders.	The Change Implementor will implement the change according to the approved Change Implementation Plan, including the completion of the test and verification plan, if this involves other parties they must also sign off to ensure the change has succeeded.	The Project Administrator will review all changes after implementation to determine if the change introduced failure or defects to the environment, or if the change plan was insufficient to meet verification requirements. Any outcomes of the review will be circulated to the all change stakeholders for future change planning.
Change Requestor	Project Administrator	Project Administrator/ Project Board	Change Builder	Project Administrator/ Simulation Coordinators	Project Administrator/ Project Board	Change Implementer	Project Administrator

Date: 11/21/2008