

## **Course III (Rev Y)**

### **Key Elements of the CMII Change Process**

#### **Abstract**

Course II focused on identification, physical item hierarchies, development, project planning, life cycle phases and business processes. It described the overall CM process from a business management and also a static point-of-view.

This course adds the dynamics of change to the process. It describes the key elements of the change process and their complexities.

The first section describes the complexities of change management and why it is the backbone of requirements management.

The second describes a closed-loop change process and six 1-page forms used to authorize and guide changes through each step of the process.

The third section focuses on the complex subjects of interchangeability, lot traceability, end-item traceability and change effectivities.

The fourth describes how business records represent work accomplished and why their accuracy is so important. It describes why design responsibility must be shared when producing the same product in other countries. It also describes why good CM precludes the need for reverse engineering and does so at a fraction of the cost.

#### **Outline**

##### **COMPLEXITY OF THE CHANGE PROCESS**

- A.* CMII Approach to Change Management
- B.* Noninterchangeable Changes & Options
- C.* Replacement Item Issues and Solutions
- D.* User Visibility of Change Impact

##### **CHANGE FORMS AS PROCESS TEMPLATES**

- E.* Authorize and Control Work With Forms
- F.* Problem Report Form and ECR Form
- G.* ECN Form with Impact Matrix & DCR Form
- H.* Work Authorization and Waiver Forms

##### **TRACEABILITY AND CHANGE EFFECTIVITIES**

- I.* Traceability of Changes to End-Items
- J.* Lot Traceability and Serial Numbers
- K.* Effectivities, Release and Effective Dates
- L.* Proper Use and Misuse of Effectivities

##### **RECORDS AND COMPLEX CHANGE PROJECTS**

- M.* Integrity in Business Records
- N.* Multi-National Development and Changes
- O.* Design Reconstitution of Existing Facilities
- P.* Course Review and Summary