

# Process Change Proposal

*Private and Confidential*

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## 1. Introduction

This **Process Change Proposal** (the **"Proposal"**) is submitted by \_\_\_\_\_ to outline a recommended change to an existing process within \_\_\_\_\_ (the **"Company"**). This Proposal is intended to present the rationale, scope, and expected impact of the proposed change for internal evaluation and decision-making purposes.

This document does not, by itself, create any binding obligation on the Company unless and until the proposed change is formally approved and implemented.

## 2. Purpose and Objectives

The purpose of this Proposal is to:

- Improve operational efficiency, effectiveness, or quality
- Address identified issues, risks, or inefficiencies in the current process
- Align processes with organizational goals, compliance requirements, or strategic initiatives

The primary objectives of the proposed change are as follows:

## 3. Current Process Overview

The current process subject to this Proposal is described below:

**Process Name:**

**Process Owner:**

**Summary of Current Process:**

**Identified Issues or Limitations:**

## 4. Proposed Change

This section describes the proposed modification to the existing process.

### Summary of Proposed Change:

### Detailed Description:

### Scope of Change:

The proposed change will apply to:

### Out of Scope:

## 5. Business Justification

The rationale for the proposed change is based on the following considerations:

- Operational improvements (e.g., time savings, cost reduction)
- Risk mitigation or compliance alignment
- Enhanced quality, consistency, or customer experience
- Strategic alignment with organizational objectives

### Expected Benefits:

Where possible, benefits should be supported by measurable indicators.

## 6. Impact Assessment

The anticipated impact of the proposed change is outlined below:

Impact Area	Description of Impact	Level of Impact (Low/Medium/High)
Operations		
Personnel		
Technology / Systems		
Compliance / Risk		
Financial		

## 7. Implementation Plan

The proposed implementation approach is as follows:

**Proposed Timeline:**

**Start Date:**

**Key Milestones:**

**Target Completion Date:**

**Key Activities:**

**Responsible Parties:**

## 8. Risk Assessment and Mitigation

Potential risks associated with the proposed change include:

Mitigation Measures:

## 9. Resource Requirements

The following resources are required to implement the proposed change:

**Human Resources:**

**Technology / Tools:**

**Budget Estimate:**

**Training Requirements:**

## 10. Approval and Decision

This Proposal is submitted for review and approval by the appropriate authority within the Company.

Approval indicates authorization to proceed with implementation in accordance with the terms outlined in this Proposal, subject to any conditions specified by the approving authority.

## 11. Amendment

This Proposal may be revised prior to approval to reflect feedback or additional information. Any approved changes to the implemented process should be documented and communicated in accordance with the Company's internal governance procedures.

## 12. Acknowledgment and Signatures

By signing below, the undersigned acknowledge that they have reviewed this Proposal and approve or recommend it for implementation as indicated.

**Proposed by**

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**Name**

**Title**

**Department**

**Signature**

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**Reviewed by**

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**Name**

**Title**

**Department**

**Signature**

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**Approved by**

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**Name**

**Title**

**Department**

**Signature**

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