

Change Advisory Board

Charter

August 27, 12

OBJECTIVE

The Change Advisory Board (CAB) delivers support to the change management team by approving requested changes and assisting in the assessment and prioritization of changes. The CAB helps ensure that changes are managed in a rational and predictable manner by enforcing change management policies and procedures.

RESPONSIBILITIES

Members of the CAB will be responsible for:

- Assessment of Requests for Change (RFCs) considering impact, availability of resources, priorities, authorization and coordination of changes.
- Support the Change Manager in the decision to approve RFCs.
- Review and Approve the Forward Schedule of Change (FSC).
- Periodically review change metrics to provide input to the Change Process Owner for process improvement.
- Post Implementation Reviews, especially in the case of failed or partially failed implementations.
- Assess and Advise the Change Manager on Standard Pre-Approved Change applications.

COMPOSITION

As a team the members of the CAB should demonstrate

- Varied perspectives
- Professional courtesy
- Willingness to engage
- A commitment to ensuring a stable environment

EMERGENCY CAB

The CAB/Emergency Committee has the authority to make emergency decisions when a major issue arises necessitating the implementation of an RFC outside the regularly schedule CAB review.

MEMBERS

Chair: ITSM Change Manager
Louis Tiseo

- Release Management
Andrea Wolff
- Communications
Janet Jeddry
- Change Management
Dawn Colonese
- Information Security
Richard Mikelinich
- Architecture
Russell Battista
- Quality Assurance
Rick Smith
- Campus Technology Services
TBD
- Infrastructure Services
Cheryl Boeher
- Shared Solutions Group Manager
Arun Darwar
- Academic IT Solutions
Stephanie Scungio
- Health & Medicine IT
Marty Wallace
- One or more IT Partner Managers

MEETING FREQUENCY

Weekly

ECAB MEMBERS

The eCAB is comprised of two or more CAB standing members including the Change Manager