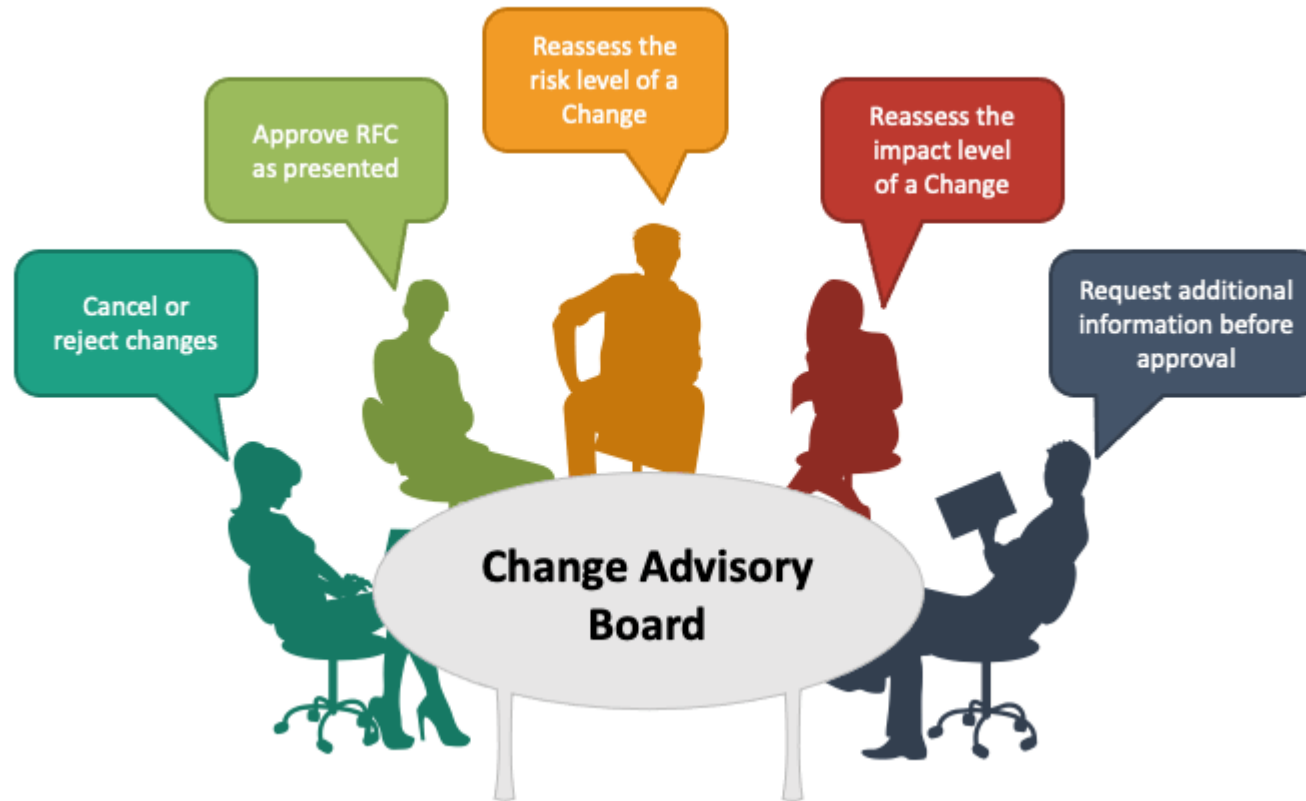


# CHANGE ADVISORY BOARD





# PURPOSE AND ROLES

## OBJECTIVES OF CAB

The Change Advisory Board (CAB) plays a crucial role in governing the change management process. Its primary objectives include ensuring effective change control, minimizing operational disruption, and facilitating clear communication among stakeholders. The CAB also aims to align proposed changes with the overarching business goals, fostering a structured approach to managing changes across the organization.

The primary purpose of the CAB is to:

- **Evaluate change requests (CRs):** Review the technical, business, and risk implications of proposed changes.
- **Support decision-making:** Recommend whether changes should be approved, deferred, or rejected.
- **Minimize risk:** Ensure that changes are assessed thoroughly to reduce the likelihood of incidents, outages, or security issues.
- **Promote coordination:** Facilitate communication between stakeholders from different departments (IT, business, security, etc.).

# CHANGE PROCESS OVERVIEW

The change process begins with identifying and assessing potential changes. Next, teams recommend adjustments which are then approved through set workflows to ensure effective implementation.

## ROLES INVOLVED

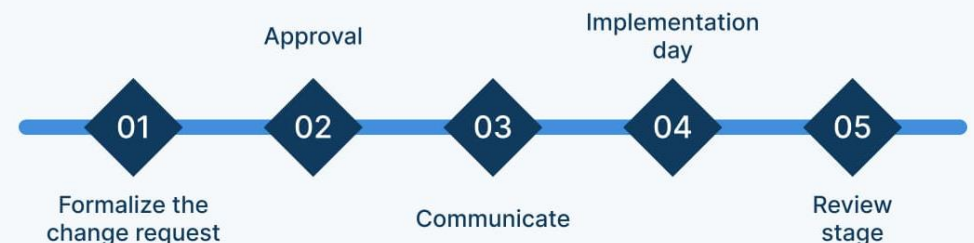
Throughout the change process, key stakeholders and approvers must be involved. Their engagement ensures that all perspectives are considered for smooth transitions, enhancing overall change management.

## WORKFLOW STEPS

The Change Management process ensures all IT changes are logged, assessed, approved, and implemented with minimal risk. It starts with submitting a Request for Change (RFC), followed by review and decision by the Change Advisory Board (CAB). Approved changes are implemented and reviewed post-deployment. The process ends with documentation and formal closure.



## Change Management Process



# CAB MEMBERSHIP



**Mr. Prabhupada Parida**

Deputy Manager-IT



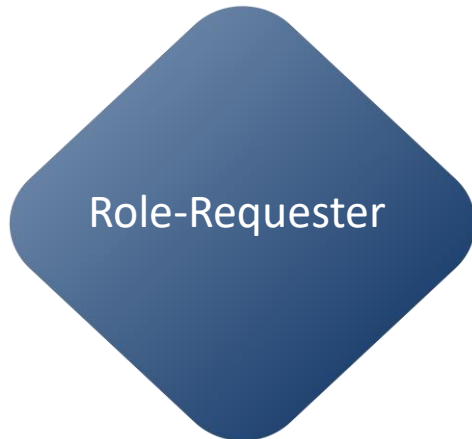
**Mr. Gyan Singh**

Manager-IT



**Mr. Prashant Sahoo**

Deputy General Manager-IT



# MEETING FREQUENCY

## CAB MEETINGS

The Change Advisory Board (CAB) convenes every two weeks to meticulously evaluate all proposed changes. Discussions include prioritizing changes, addressing potential impacts, and ensuring alignment with organizational goals. This bi-weekly schedule allows for timely decision-making while giving members adequate time to analyze and prepare for each meeting.



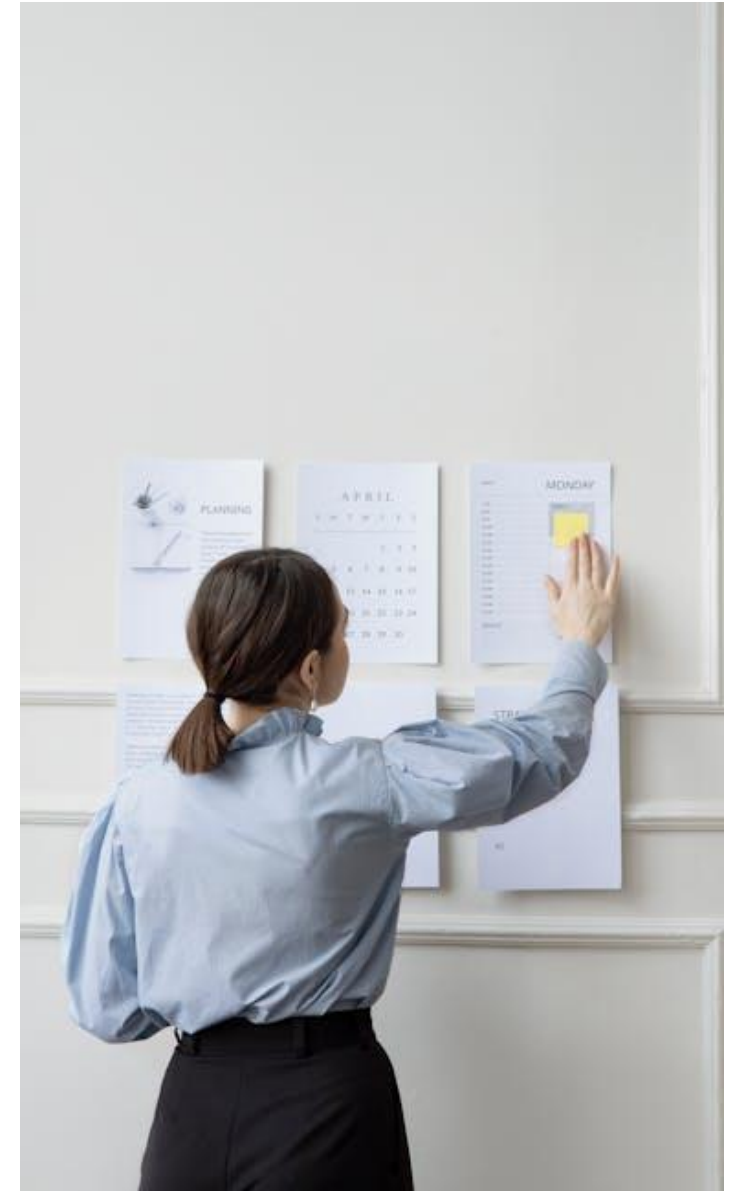
**Authorized group  
of people**



**Conduct CAB  
meeting**



**Review and approve  
changes to processes,  
systems, or technologies**



# EVALUATION CRITERIA



## FEASIBILITY

Evaluate the practicality of the proposed changes, considering available resources and necessary support for effective implementation.



## IMPACT

Assess the overall potential risks and benefits associated with changes to identify their effectiveness and relevance to stakeholders.



## ALIGNMENT

Ensure that proposed changes are consistent with organizational goals while reinforcing strategies for effective alignment and success.

# BENEFITS OF CAB

The table summarizes the key benefits that a Change Advisory Board provides to ensure effective change management.

BENEFIT	DESCRIPTION
Enhanced Decision-Making	Informed choices regarding proposed changes.
Risk Reduction	Minimized disruptions during implementations.
Stakeholder Engagement	Increased involvement and support from key stakeholders.