Table of Contents

Purpose ......................................................................................................................................................... 1
Mission .......................................................................................................................................................... 1
Objectives ..................................................................................................................................................... 1
Definitions ..................................................................................................................................................... 1
Departments Impacted by CMC Activities .................................................................................................... 2
  Departments Directly Impacted................................................................................................................ 2
  Departments Supporting Change Implementation ................................................................................. 2
General Process Flow of CMC ....................................................................................................................... 3

Purpose
The purpose of this document is to outline the guiding principles and basic structure of the Change Management Committee (CMC). This is a very high-level look at the Change Management Committee and change management process for research administration processes and resources at ASU. This document is intended for anyone at ASU who is interested in learning about CMC.

Mission
The mission of CMC is to streamline research administration processes transparently, collaboratively, and in line with the nine dimensions defining leadership at Arizona State University. CMC will proactively provide solutions for sponsor, ABOR, and ASU mandates and consider requested changes from the research administration community for solution implementation.

Objectives
The objectives of CMC are:

- To empower all stakeholders affected by changes to contribute to solutions.
- To ensure approved changes are implemented consistently.
- To promote transparency about process changes and policy updates.
- Approach change management by identifying, implementing, and monitoring change
Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Management Committee (CMC)</td>
<td>Representatives at various levels of the organization that can speak to the interests of stakeholders within Research Administration</td>
</tr>
<tr>
<td>CMC Contribution Center</td>
<td>Portal for Research Advancement Community and Research Operations to submit ideas. CMC Agendas will be largely crowd-sourced from the CMC Contribution Center, and community members will be able to vote on ideas they want to see implemented.</td>
</tr>
<tr>
<td>Aha! Ideas and Aha! Roadmap</td>
<td>Software used to keep track of ideas submitted by the RA community, ideas that are voted up for consideration, ideas that are promoted to implementation projects, implementation project tracking, and reporting. Aha! is the platform for both the CMC Contribution Center and CMC project management.</td>
</tr>
<tr>
<td>Implementation project</td>
<td>Ideas approved by CMC to be implemented will become implementation projects. This is how the idea becomes a deliverable to the community.</td>
</tr>
<tr>
<td>Research Advancement Constituencies</td>
<td>Elected voting members represent specific constituencies within the research advancement community. Departments with smaller sponsored project portfolios will be collaborating as a group for CMC purposes. The constituencies are:</td>
</tr>
<tr>
<td></td>
<td>• Fulton School of Engineering</td>
</tr>
<tr>
<td></td>
<td>• College of Liberal Arts &amp; Sciences</td>
</tr>
<tr>
<td></td>
<td>• Knowledge Enterprise (KE Research Advancement and KE Finance)</td>
</tr>
<tr>
<td></td>
<td>• Maroon Group</td>
</tr>
<tr>
<td></td>
<td>• Gold Group</td>
</tr>
<tr>
<td>Change Management Review (CMR) process</td>
<td>The main function of CMC is to review the most widely sought after improvements, vet the ideas, vote on action for ideas, communicate decisions, coordinate the implementation of approved ideas.</td>
</tr>
</tbody>
</table>

Departments Impacted by CMC Activities

Departments Directly Impacted

• Knowledge Enterprise Research Operations
• Research Advancement Community

Departments Supporting Change Implementation

• Knowledge Enterprise Research Instruction & Outreach Team (RIOT)
• Knowledge Enterprise Operations Project Management Office (OPMO)
• Knowledge Enterprise Analytics

General Process Flow of CMC

<table>
<thead>
<tr>
<th>RA Community and Research Ops</th>
<th>CMC Members</th>
<th>Quality</th>
<th>Co-Chair and Co-Facilitators</th>
</tr>
</thead>
</table>
| **START** | **CMC Members**: *Submit feedback from home unit/group* | **Quality**: Provides feedback throughout process to support audit ready changes | **CMC Members**: *Identify key personnel and available resources for each project* *
| **Submit an idea to the tool** | **CMC Members**: *Identify key personnel and available resources for each project* *
| **Vote on ideas** | **Quality**: Provides feedback throughout process to support audit ready changes | **CMC Members**: *Identify key personnel and available resources for each project* *
| **RA Community can work with the CMC Exp to lead on support or idea/project** | **Quality**: Provides feedback throughout process to support audit ready changes | **CMC Members**: *Identify key personnel and available resources for each project* *
| **Approve** | **Quality**: Provides feedback throughout process to support audit ready changes | **CMC Members**: *Identify key personnel and available resources for each project* *
| **Refer to project implementation workflow** | **Quality**: Provides feedback throughout process to support audit ready changes | **CMC Members**: *Identify key personnel and available resources for each project* *
| **Approve** | **Quality**: Provides feedback throughout process to support audit ready changes | **CMC Members**: *Identify key personnel and available resources for each project* *
| **Work with CMC Exp on implementation** | **Quality**: Provides feedback throughout process to support audit ready changes | **CMC Members**: *Identify key personnel and available resources for each project* *
| **Develop/Implement quality plan** | **Quality**: Provides feedback throughout process to support audit ready changes | **CMC Members**: *Identify key personnel and available resources for each project* *
| **Update item in tool and close out** | **Quality**: Provides feedback throughout process to support audit ready changes | **CMC Members**: *Identify key personnel and available resources for each project* *
| **End** | **Quality**: Provides feedback throughout process to support audit ready changes | **CMC Members**: *Identify key personnel and available resources for each project* *

Change Management Committee Workflow