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DOCUMENT TITLE: Change Management Committee High-Level Explainer	DEPARTMENT: Research Operations	EFFECTIVE DATE: July 7, 2023

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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

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Definitions

Term	Definition
Change Management Committee (CMC)	Representatives at various levels of the organization that can speak to the interests of stakeholders within Research Administration
CMC Contribution Center	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.
Aha! Ideas and Aha! Roadmap	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.
Implementation project	Ideas approved by CMC to be implemented will become implementation projects. This is how the idea becomes a deliverable to the community.
Research Advancement Constituencies	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: <ul style="list-style-type: none"> • Fulton School of Engineering • College of Liberal Arts & Sciences • Knowledge Enterprise (KE Research Advancement and KE Finance) • Maroon Group • Gold Group
Change Management Review (CMR) process	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.

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

