# Task 18 – Change Management Planning Agenda

## Agenda Topics

* Identify the departments involved in initiating or approving changes
* Gather examples of past changes and related incidents
* Define change types (Standard, Normal, Emergency)
* Design change form templates and required fields
* Plan approval workflows and the CAB review process
* Configure change workflows in Workflow Automator
* Establish reporting and change-to-module relationships (Incidents, Assets, etc.)