

Date:

Participating Members:

Assessment Context:

A-Specify and Standardize Data
5-Governance

A.5.d – Change Control (Systems and Data) Processes

Element Formal processes to manage change in data and information systems to ensure that limited resources are effectively leveraged and reduce
Description unanticipated impacts to downstream systems and users.

Benchmark Level 0	Benchmark Level 1	Benchmark Level 2	Benchmark Level 3	Benchmark Level 4
Communication about planned or actual changes to data and information systems is limited and downstream consequences of these changes on reports or other systems are not anticipated or planned for.	Communication about changes generally occurs but is not formalized.	Data change management guidelines have been documented but are not always consistently followed.	Formal change control committees are in place and consistently follow established procedures to minimize downstream impacts of database changes.	Change control processes are periodically reviewed and improved based on stakeholder feedback.
Current: <input type="checkbox"/> Desired: <input type="checkbox"/>	Current: <input type="checkbox"/> Desired: <input type="checkbox"/>	Current: <input type="checkbox"/> Desired: <input type="checkbox"/>	Current: <input type="checkbox"/> Desired: <input type="checkbox"/>	Current: <input type="checkbox"/> Desired: <input type="checkbox"/>
<input type="checkbox"/> Establish guidance for communication regarding planned or actual data or information system changes.	<input type="checkbox"/> Document policy for communication regarding planned or actual data or information system changes.	<input type="checkbox"/> Define formal processes for proactively evaluating proposed system or data changes with known stakeholders.	<input type="checkbox"/> Organize communities of interest around key data and systems. Include change control as recurring topic of discussion.	
<input type="checkbox"/> Identify primary users of current asset related data and systems.	<input type="checkbox"/> Identify extended and/or downstream users of current asset related data and systems.	<input type="checkbox"/> Incorporate responsibilities for established processes within new or existing governance bodies.	<input type="checkbox"/> Integrate change control processes with a formal, enterprise change management program.	
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	

Assessment Notes:

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Improvement Notes:

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