

Management of Change

Give Change Management the right position in your organisation

Do you want to implement changes within your organisation in a controlled manner? Changes within your organisation or strategic initiatives can have serious consequences for stakeholders such as the environment, staff, customers and neighbours.

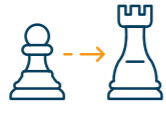
With the Management of Change (MOC) module, you can manage changes and the therefrom resulting safety, health and environmental risks.

The module supports the entire change process and allows you to implement changes step by step in a controlled manner. Relevant people in your organisation will be involved using workflow support.





Central and structured registration and monitoring of all changes within your organisation



Scalable, multilingual module which can be used worldwide



Workflow support in the management of change process



Manage risks related to the change process



Make the bottlenecks of the employees in the workplace transparent, involve employees in the process and collect suitable solutions



Easily make the change process transparent using analyses



Immediately formalise changes, making information easy to find



Functionalities

- **Flexible design**
Determine which employees will receive notifications at what point within the process.
- **Attachments**
Add attachments to submitted changes.
- **References**
Refer to related changes that have been submitted in the past, even if they overlap.
- **Feedback**
Registrants can track submitted changes.
- **Gatekeeper**
Assign a gatekeeper to verify certain steps in the process.
- **Workflow history**
Every detail of the steps in the change process are traceable.



How does it work within my organisation?

The module supports and captures the entire change process to make the process transparent at all times. If you want to implement Management of Change, our first step will be working together on the best suitable configuration of the module.

This ensures that the process support matches your organisation. For example determine which employees have read access, distribute tasks across departments and define who verifies certain steps. Because the right people within the organisation carry out tasks within the change process, it becomes a solution which makes employees feel involved. The change process may look as follows:

- **Registration of the change**
An authorised employee registers a new change. Any type of change has a different format to ensure that you enter the correct information. A registration has fields such as name, location, change description, current risks, proposed solution, deadline, costs and benefits of the solution. When the registration form has been completed, it will be offered to the review group.
- **Review by review group**
The review group will systematically identify what the potential negative effects of the change are. There is a checklist of critical questions for each change that must be answered by the group to ensure that the risks are considered sufficiently. If necessary, the review group will adjust the registration, capture the impact of the change and decide whether the change should be implemented. The project manager will be informed of an approved change.
- **Coordination actions by the project manager**
Implementing the change must take place step by step using controlled actions such as a safety study, MT authorisation and releasing budget. The project manager will then assign actions to employees and verifies them. When all actions have been implemented, a project checkout will take place. The change will then be implemented and submitted for evaluation.
- **Evaluation by review group**
After the project has been closed, the review group will analyse whether the stated risks have been reduced. The review group does this using the checklist. Afterwards, the MOC checkout will take place.
- **Analysis**
Overviews of operational matters can be accessed. Filter the changes for instance by using closing dates or location, and view the number of open changes, open actions and the status of changes and actions.

Effectively implement strategic initiatives and changes within the following fields:

- **Documentation**
- **Organisation**
- **HRM**
- **ICT**
- **Process automation**
- **Product storage**
- **Product**
- **Technical**

They are happy with Management of Change



Wondering how Icologiq Elements can work for your organisation?

We would be happy to provide a solution! Contact our consultants for more information.

In the Management of Change module, VTTI records all relevant (desired) changes that have an impact on process safety, as well as changes that relate to the organisation, products, processes, procedures or equipment.



Modular

Icologiq Elements is a modular system which can be easily set up and extended with multiple modules. Start improvement actions in Continuous Improvement based on preventive actions or change documents in Document Management if that is part of the improvement.



Professional Support

During both the implementation and the period thereafter.



Global deployment options

The modules can be deployed easily at other locations (globally).



Immediate result

The module can be implemented easily and is ready to use.



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