

Hey project manager! Get changes approved before submission

Decisions authorizing change are made in steering groups and executive committees. IT project managers spend a lot of time in front of change boards with their technical resources to get formal approval to implement changes to systems. Your change procedures and impact assessments are scrutinized to ensure other systems aren't affected by changes.

Every company has its own approval process for implementing change. Use Cisco Webex to communicate alongside these processes to improve the success of the approval for high-risk, high-impact change requests. Use Webex to bring together approvers, implementers, and project managers to review changes prior to formal submission. Keep the group informed on the progress of the change as it's happening in real time.



Organize your plan

Create a space for the high-risk, high-impact change requests for your project. Name the space to describe the purpose and who it's for. Share links to change requests, upload plans, and post supporting documents. Create additional spaces for specific high-impact changes that take longer to implement.

[How to create a space](#)

Connect your team

Add people into the space. It's easy to find them by typing their name or email address. Include approvers, implementers, and end user reps.

[How to invite people to spaces](#)

Communicate faster

Use messaging to stimulate conversations about the upcoming high-impact change request. Use the space as a discussion forum and a place to announce progress, success, and diagnose failed change requests.

[How to send a message](#)

Simplify processes

Create an integration to the company's change request app that publishes the progress of all the changes related to your project. Add the integration to a new space and invite members of your project team that need notifications of change requests.

[How to integrate apps with Webex](#)



- ✓ Pre-approval conversations in one place.
- ✓ Real-time updates on change progress.
- ✓ Sync up change request submission planning.