

Expedited Life Cycle (XLC) Process Change Request (CR)

Please complete this form and submit it to the [CMS IT Governance Resource Mailbox](#)

CR NUMBER: 13-004 **DATE SUBMITTED:** 7/30/13

CR TITLE: Updated Lessons' Learned SOP

PRIORITY {As determined by submitter}

- HIGH: Emergency/Critical to Mission
 MEDIUM: Urgent/Needed but Not Critical to Mission
 LOW: Routine to Mission

SUBMITTER INFORMATION

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CHANGE ITEM {Identify item/template/deliverable}:

Lesson's Learned SOP

DESCRIPTION OF CHANGE {include supporting documentation as appropriate}:

Updated SOW for completing / conducting Lesson's Learned

IF CHANGE IS TO A TEMPLATE, PLEASE TURN TRACK CHANGES "ON" AND MAKE YOUR PROPOSED UPDATES. SUBMIT THE UPDATED TEMPLATE ALONG WITH THIS CR FORM.

JUSTIFICATION FOR CHANGE

Update the SOP to assist staff in completing and conducting a Lesson's Learned

XLC STEERING COMMITTEE FINAL DISPOSITION

DECISION

- APPROVE
 DISAPPROVE
 DEFER
 APPROVE WITH MODIFICATIONS

DECISION DATE: 11/19/2013 **NOTES/COMMENTS:** The SOP has been published; however, it will need to be reformatted for XLC.

