# Change Management report: example

**Enter monthly volumes in the columns below**

▼  ▼  ▼  ▼  ▼  ▼  ▼  ▼  ▼  ▼  ▼  ▼

**Enter current months in Current cells** ▶

| | Current | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Number of approved Requests for Change ▶ | 5 | 1 | 3 | 5 | 1 | 2 | 10 | 3 | 5 | | | | |
| Number of rejected Requests for Change ▶ | 0 | 0 | 1 | 2 | 0 | 0 | 1 | 0 | 0 | | | | |
| **Total number of Requests for Change** ▶ | 5 | 1 | 4 | 7 | 1 | 2 | 11 | 3 | 5 | 0 | 0 | 0 | 0 |
| Number of successfully implemented changes ▶ | 4 | 1 | 2 | 3 | 1 | 2 | 8 | 3 | 4 | | | | |
| Number of failed changes ▶ | 1 | 0 | 1 | 2 | 0 | 0 | 2 | 0 | 1 | | | | |

**Save and Print**

This section of the report shows the total number of Requests for Change processed this month, both approved and rejected, and of those approved how many actual changes were successful or unsuccessful.



### Volumes of approved and rejected Requests for Change this month

- Number of approved Requests for Change
- Number of rejected Requests for Change



### Volumes of successful and unsuccessful changes this month

- Number of successfully implemented changes
- Number of failed changes
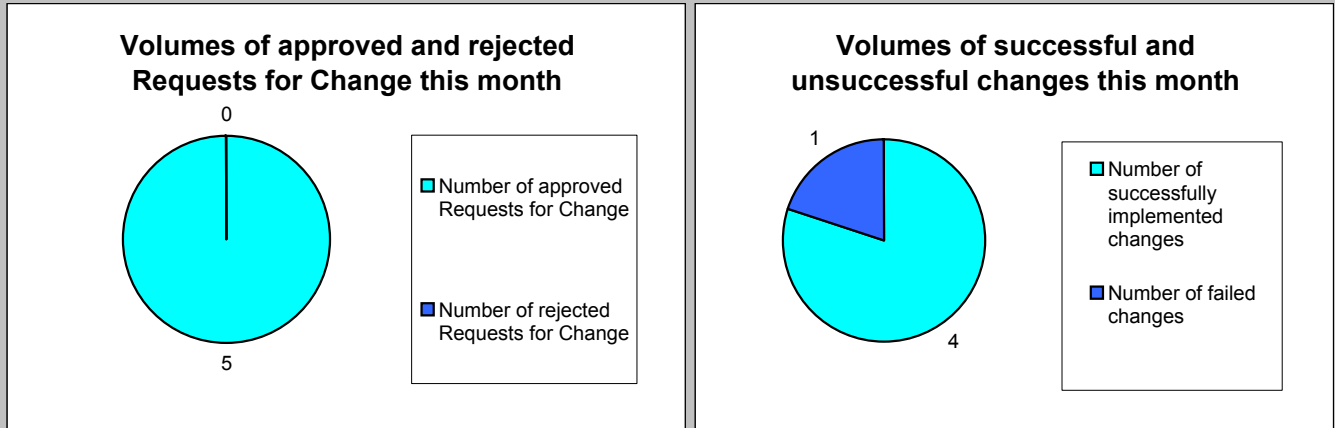
This section of the report shows the same figures plotted throughout the year:



### Volumes of approved and rejected Requests for Change monthly to date

- Number of rejected Requests for Change
- Number of approved Requests for Change



### Volumes of successful and unsuccessful changes monthly to date

- Number of failed changes
- Number of successfully implemented changes