✅ ChecklistGuro

MRP Change Management Checklist

Change Request Initiation

Ensuring proper documentation and approval for all proposed changes to the MRP system.

Change Request ID

Write something...

Change Request Description

Write something...

Request Date

Enter date...

Requestor

Change Category (e.g., Data, Configuration, Integration)

Estimated Effort (Hours)

Enter a number...

Reason for Change

Write something...

Impact Assessment

Evaluating the potential effects of the change on various aspects of the business (e.g., production schedules, inventory levels, costing).

Describe the proposed change in detail.

Write something...

Which modules are affected?

☐ Production Planning

☐ Inventory Management

☐ Purchasing

☐ Sales & Order Management

☐ Finance

Estimated impact on inventory levels (units)

Enter a number...

Estimated impact on production schedule lead time (days)

Enter a number...

Potential risks associated with this change?

Write something...

Impact on costing/pricing?

☐ No Impact

☐ Minor Impact

☐ Significant Impact

Estimated go-live date (if applicable)

Enter date...

Data Validation & Backup

Verifying data accuracy and creating backups before implementing any changes.

Number of Backups Created

Enter a number...

Last Full Backup Date

Enter date...

Backup Location Description

Write something...

Sample Backup File (for verification)

⬆ Upload File

Size of Last Backup (MB)

Enter a number...

Backup Type (Full/Differential/Incremental)

☐ Full

☐ Differential

☐ Incremental

Testing & Simulation

Conducting thorough testing and simulations in a non-production environment to identify and resolve potential issues.

Describe the test scenario being simulated.

Write something...

Expected production output (units)

Enter a number...

Actual production output (units)

Enter a number...

Test Result (Pass/Fail)

☐ Pass

☐ Fail

Date of Simulation

Enter date...

Time of Simulation

Detailed notes and observations during simulation.

Write something...

User Training & Communication

Providing adequate training and clear communication to all affected users.

Training Materials Prepared & Distributed

Write something...

Training Delivery Methods Used

☐ Online Modules

☐ Classroom Sessions

☐ Webinars

☐ Quick Reference Guides

Number of Users Trained

Enter a number...

Date of Last Training Session

Enter date...

Communication Channels Used

☐ Email

☐ Company Intranet

☐ Team Meetings

Summary of Key Training Points Communicated

Write something...

Implementation & Monitoring

Carefully implementing the changes and closely monitoring their impact on the system and business processes.

Implementation Start Date

Enter date...

Implementation Start Time

Number of Users Impacted

Enter a number...

Implementation Notes (Observed issues, unexpected behavior)

Write something...

Implementation Status

- [ ] Not Started
- [ ] In Progress
- [ ] Completed
- [ ] On Hold

Transactions Processed During Initial Monitoring

Enter a number...

Key Performance Indicator (KPI) Monitoring Details

Write something...

Post-Implementation Review

Conducting a review to assess the success of the change and identify areas for improvement.

Overall Change Success Score (1-10)

Enter a number...

Summary of Positive Outcomes

Write something...

Summary of Challenges Encountered

Write something...

Lessons Learned & Recommendations

Write something...

Date of Review Completion

Enter date...

Was User Training Adequate?

☐ Yes

☐ No

☐ Partially

Did the change meet its intended goals?

☐ Yes

☐ No

☐ Partially

Reviewer Signature