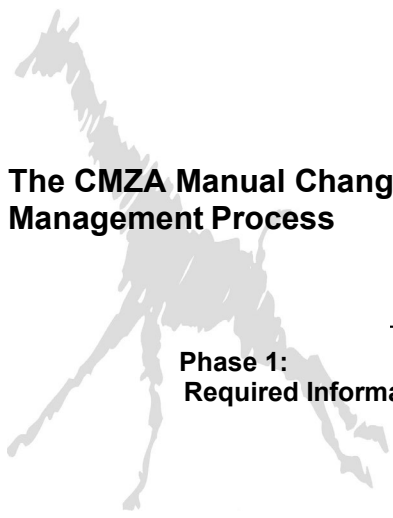


# The CMZA Manual Change Management Process



To request a change to the Cheyenne Mountain Zoo Auxiliary (CMZA) Manual, individuals (or groups) must submit this change form to the CMZA Education Committee for approval. Any docent in the CMZA can submit a change request. This is to be done in writing using this form in hard copy or in electronic format. DO NOT submit directly to the CMZA Manual Editor.

## Phase 1: Required Information

The form includes the following:

**Identification Block** – Is completed by the requester and identifies the change request title, the date submitted, and the person/organization submitting the request.

**ISSUE/concern, error and references (if any)** – Self-explanatory.

**Proposed Change Description and References** – Describes the change being proposed and clearly identifies whether the change is grammatical only, an accuracy issue, or procedural in nature. Any reference material that will assist the reviewers should be identified and attached.

**NOTE: Grammar updates do not need formal approval by the CMZA Education Committee. Grammar changes shall be submitted to and reviewed by the CMZA Education Committee and forwarded to the editor for incorporation.**

**Justification** – Brief explanation of why the change is being proposed. Attach any supporting documentation (if needed) that may help clarify the proposed change.

All soft copy (electronic) changes submitted shall meet the below requirements:

1. The font shall be **Arial 12**.
2. The document margins shall be: **Top margin 0.5, Bottom margin 0.5, Left margin 0.7 and Right margin 0.6**. Leave room at the bottom for page numbers.
3. The file format shall be **Microsoft Word (.doc or .docx)**. PDF submittals will be returned.
4. If doing a new species page, the CMZA Manual Editor can send you a template to follow. Refer to the pages in the manual for heading, spacing, etc.

Submit the completed form to the CMZA Education Committee. All change requests will be reviewed by the CMZA Education Committee at the monthly committee meeting. Minor spelling/grammar changes can be submitted manually via hard copy.

## Phase 2: Review of the Change Request and Approve, Reject or Table for later

The CMZA Education Committee will review all proposed changes and decide whether the change should be approved, rejected, or tabled for later discussion and decision. The CMZA Education Committee may also decide to allow the change to be implemented on a pilot basis, specifying a duration, monitoring and review.

## Phase 3: Submit changes, update Manual and publish

The CMZA Education Committee will submit approved changes to the CMZA Manual Editor. The CMZA Manual Editor is responsible for incorporating approved changes. The official current version of the CMZA Manual will be maintained on the DRC computer. The updated CMZA Manual will be made available each year at the start of the calendar year.

# Cheyenne Mountain Zoo Auxiliary Docent Manual Change Sheet

CMZA Manual Chapter/Paragraph: \_\_\_\_\_ Date: \_\_\_\_\_

Change Type (circle one): Addition / Deletion / Update Information / Other (see below) /  
GRAMMER CORRECTION ONLY (Spelling/Punctuation/Formatting)

Originator Name: \_\_\_\_\_

Originator Email: \_\_\_\_\_

Originator Phone: \_\_\_\_\_

Issue/concern, error and references (if any):

\*\*Proposed Change to correct above and References (if any):

\*\*Justification: Why do you think this change should be made?

CMZA Education Committee Review Results:

Date: \_\_\_\_\_

\_\_\_\_ Approved (Final) for Implementation

\_\_\_\_ Rejected

\_\_\_\_ Approved (temporary change) subject to final review and approval

Reason Rejected:

\*\* DO NOT FILL IF A GRAMMAR CORRECTION ONLY

Forwarded to Cheyenne Mountain Zoo Auxiliary Manual Editor

Date: \_\_\_\_\_