



ESTABLISHING IT CHANGE GOVERNANCE IN K-12 THROUGH WORKFLOW AUTOMATION

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WHY CHANGE MANAGEMENT IS NEEDED

A structured approach to managing IT changes while reducing risk and improving communication.

- Growing system complexity = more nuances
- Reduce downtime risk
- Improve accountability

PICTURE THIS

- It's Friday afternoon and you break the golden rule...
- Working from home is easy right?



CURRENT STATE: INFORMAL CHANGE PROCESS

- Praying it works
- Changes handled via email
- No tracking or approvals
- Limited visibility
- Outages confuse others



PROJECT GOALS

1. CREATE A STANDARDIZED CHANGE PROCESS

2. REDUCE RISK AND OUTAGES

3. COMMUNICATE MORE EFFECTIVELY

CHALLENGES & CONSIDERATIONS

The K-12 Environment:

- Lower staffing
- Widespread duties

The Personnel Environment:

- Yet another form
- Yet another sign in

DON'T OVERCOMPLICATE IT – K.I.S.S

PROPOSED SOLUTION

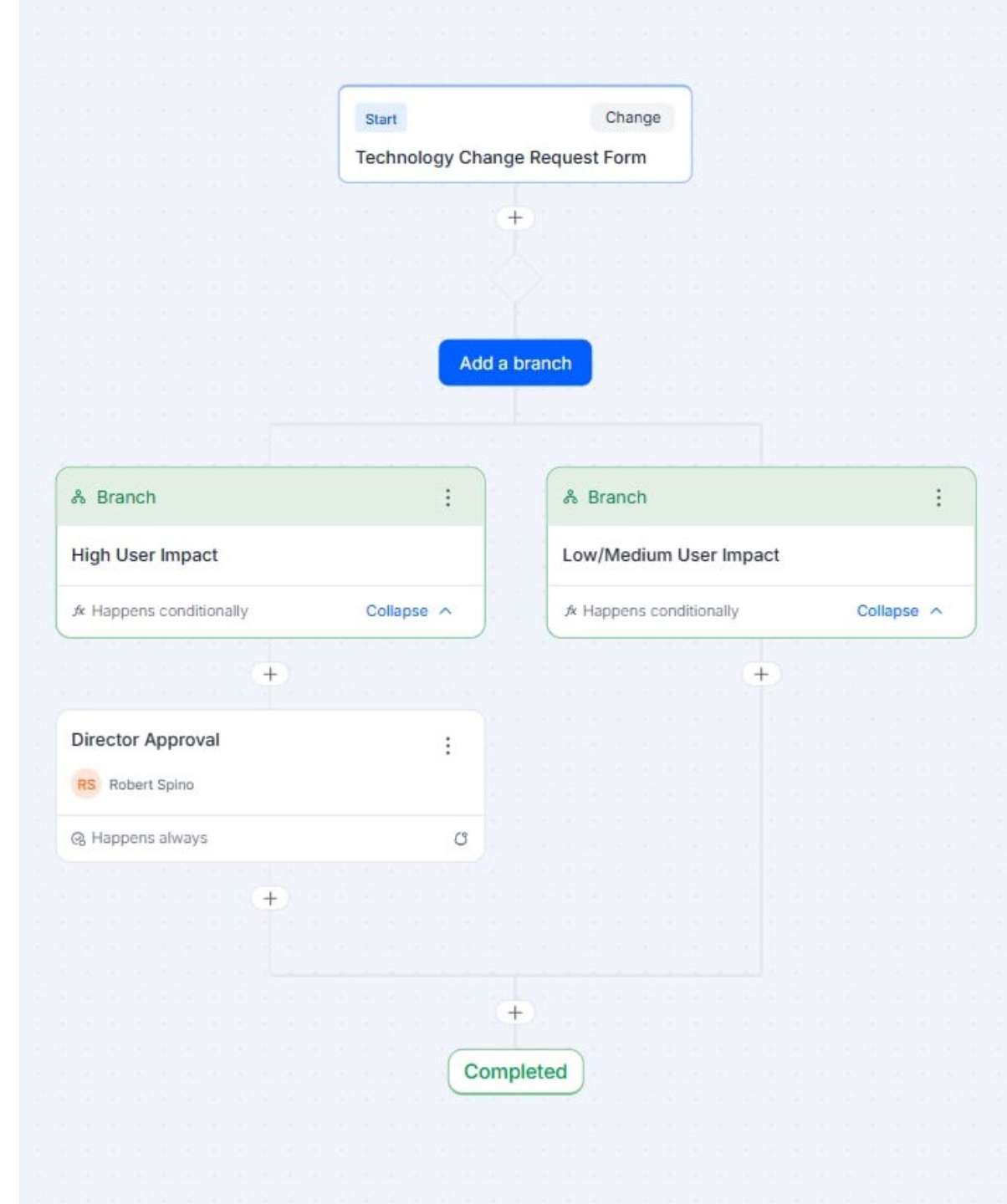
1. CREATE A SIMPLIFIED DIGITAL CHANGE REQUEST FORM

2. IMPLEMENT APPROVAL-BASED WORKFLOW PROCESS

3. UTILIZE WORKFLOW AUTOMATION THROUGH KISSFLOW

WORKFLOW PROCESS

- Request for technological change
- Standard Changes – Automated Approval
- High Impacting Changes - Director Approval
- Implement Change
- Close Request



Technology Change Request Form from Thomas Vanslambrouck



Current step - Status **Completed** Progress **100%**

Printed on 5/5/2026, 11:37 AM

Basic Info

Change Title* Create a technology change request Reason for Change* We don't have anything right now Change Date & Time* 5/7/2026, 9:00 AM

Description* We need to implement a change request work flow to track work flows.

Change Details

Change Type* Standard (routine, low risk) Locations Affected* LoGuidice Hewes PTech-Dunkirk Ormsby Maple Carrier Baker Rd Systems Affected* Cloud

Risk Level* Medium - Some user impact User Impact* High - Critical system or downtime End Users Need Notified? No

Validation

Backout Plan* Delete the form Tested? Yes
Write none if not necessary

Progress 100%

Start	Thomas Vanslambrouck	Thomas Vanslambrouck	Completed
	5/5/2026, 11:24 AM		

High User Impact			Completed
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Director Approval	Robert Spino	Robert Spino	Completed
	5/5/2026, 11:32 AM		

Normal Flow			Skipped
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Completed	Thomas Vanslambrouck		Completed
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FORM OVERVIEW

- Simple form
- Risk + impact tracking
- Backout planning

Technology Change Request Form from Thomas Vanslambrouck

Basic Info

Change Title* Reason for Change* Change Date & Time*
Description*

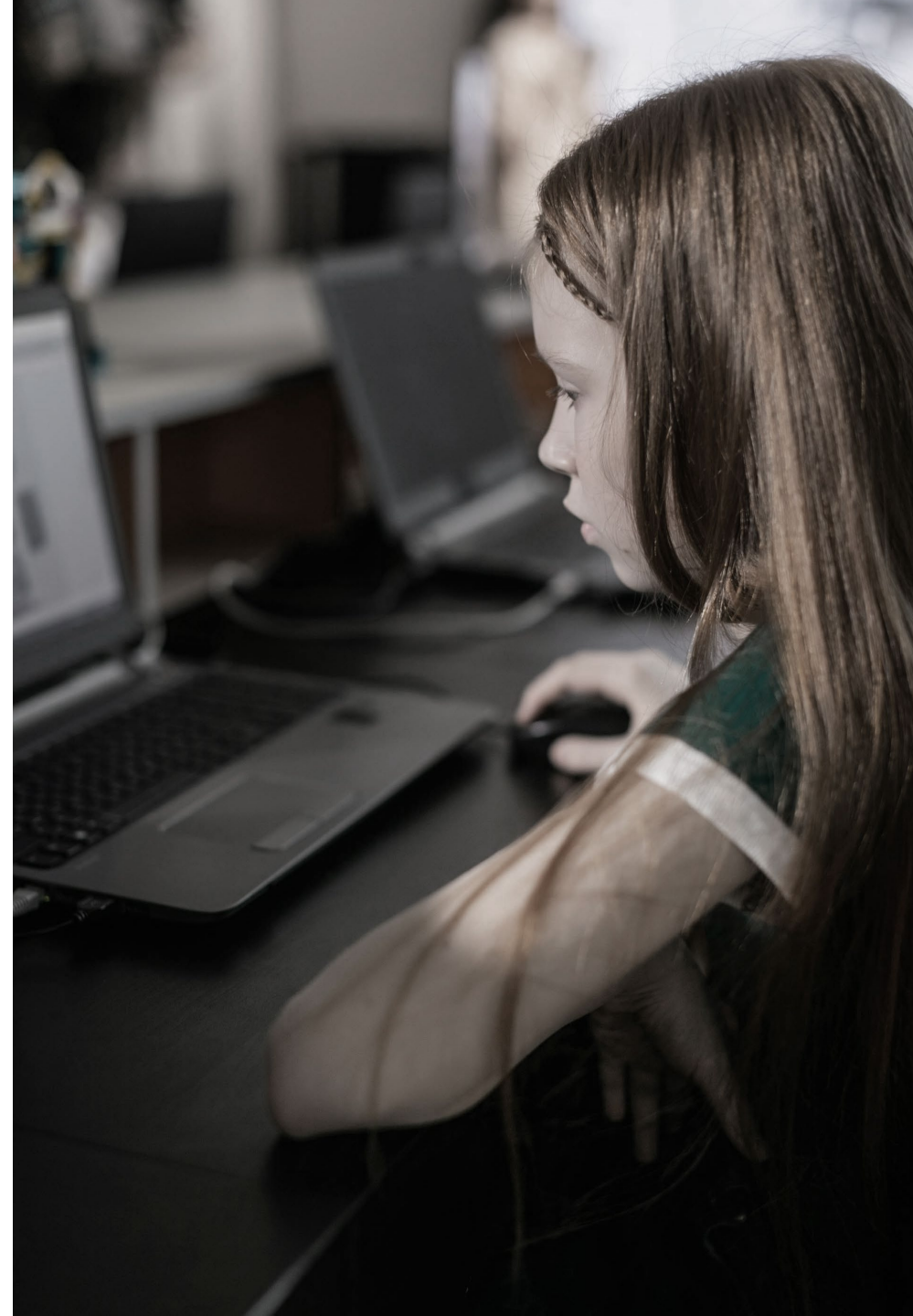
Change Details

Change Type* Locations Affected* Systems Affected*
Risk Level* User Impact* End Users Need Notified?
Backout Plan* Tested?

Write none if not necessary

EXPECTED OUTCOMES

- Better communication
- Reduced risk
- Improved tracking
- Engage in conversation about additional change management options



FINAL THOUGHTS

- We're trying to move from 'reply all' governance to actual change governance.
- Small process improvements can significantly reduce operational risk
- Effective governance does not need to be overly complex
- Workflow automation can improve consistency and communication in K-12 IT environments, regardless of team size

QUESTIONS?