



Change Advisory Board (CAB) Charter

Overview: [Sections below describe the reason for the committee including information on its purpose and whether it is supporting any corporate strategic goals, mandates, or other business requirements]

COMMITTEE GOAL/MISSION: The Change Advisory Board (CAB) reviews, assesses, and confirms risks and business impacts before scheduling upcoming planned Critical, Major, and Medium production changes to minimize potential disruption to business operations and customers.

COMMITTEE PURPOSE: Ensures all impacted application owners and business area representatives have an opportunity to learn about upcoming changes and consider the scheduling timeframe and impacts before those changes are approved and scheduled by the Change Management Team.

Operating Guidelines: [Sections below describe operating guidelines that will provide structure around committee meetings including membership, chairs, meeting frequency and other relevant information.]

EXECUTIVE SPONSOR(s): []

CHAIR(s): Tracy Lehman

MEMBERSHIP: Note: Approximately 200 colleagues are invited to these meetings and they attend based on the planned agenda, the applications they 'own', and/or the business areas they represent. Members weigh in on upcoming changes if applicable to their business area or applications they own. One group of individuals does not have a decision-making role on every change. Rather, they are expected to attend meetings as specific to their role and team.

Voting Members			
Name	Title	Department	Responsibilities
Non-Voting Members			
Name	Title	Department	Responsibilities



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Voting Members			
Name	Title	Department	Responsibilities

Membership will be reviewed and updated no less than annually by the Committee Chairs.

MEETINGS: CAB meetings are scheduled weekly for one hour on Wednesdays, and the agenda and pre-meeting materials are distributed every Tuesday.

The frequency of the meetings will be reviewed on a yearly basis. Committee members are expected to attend all meetings but may be represented by an appropriate replacement in their absence.

Responsibilities: [The sections below describe what the committee will do, how work will be measured, how work will be reported to others outside the committee and the scope of allowed committee actions and decisions.]

OBJECTIVES: The Change Advisory Board (CAB) meets weekly to review, assess, and confirm risks and impacts as well as scheduling of upcoming planned Critical, Major, and Medium production changes to ensure all impacts are identified and considered before the requested deployment date is approved by the Change Management Team.

DECISION-MAKING: Subject matter experts and project owners present changes during CAB to ensure awareness, answer questions, etc. The CAB attendees raise any issues risks with the scheduled date before the Change Management Team confirm that the change can move forward.

EXPECTED OUTCOMES: This review is designed to avoid potential risks to business operations and unintended impacts to downstream applications that could disrupt service to associates and customers. In the event of an issue or incident, details are captured for trending and reporting purposes and to identify improvement opportunities.

REPORTING STRUCTURE OF COMMITTEE: This committee is facilitated by the Change Management team with reporting to ET senior leadership.

CONFIDENTIALITY

In conducting its business, members of the Committee will take special care, consistent with the Company’s Code of Ethics and Conduct (the Blueprint) to protect the confidentiality of sensitive information it receives.



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CONFLICTS OF INTEREST

Committee members will promptly disclose any conflict of interest they may have with respect to any matter to be discussed by the Committee.

POLICIES: [To the extent the committee is governed by or responsible for oversight of any policies list those policies.]

ANNUAL REVIEW: The Committee Charter will be reviewed and updated annually, and when significant changes occur such as leadership changes, changes in focus to respond to revised corporate priorities, changes in reporting, changes in decision making authority and/or structure, and/or responding to external changes such as regulatory updates.

Document Information: [Version control and record of annual review and updates.]

REVISION HISTORY:

Version	Date	Revision Summary
1.0	6/3/2025	

DOCUMENT OWNER:

Name	Organization
Tracy Lehman	Enterprise Technology Change Management

REVIEWERS:

Name	Division	Versions