

# ELOG Change Management Cycle

A Strategic, Responsive Approach to Support Fisheries Management

## Overview

The ELOG Change Management Cycle provides a structured, transparent, and responsive framework for managing updates to electronic logbook (ELOG) technical packages (forms). Incorporating the needs and priorities of multiple internal and external stakeholders including DFO staff, regional teams, and service providers, this cycle ensures efficient processing of change requests and prioritizing those with the greatest impact on program outcomes.

## Key Steps at a Glance

*Stakeholder engagement sessions, such as DFO regional advisory committees, provide essential opportunities for presenting and discussing anticipated ELOG reporting requirement changes.*

01

### Change Request Submission

Multiple internal and external parties submit change requests affecting any of the 13 ELOG technical packages (forms).

02

### Intake & Categorization

All requests are logged centrally and categorized by impact to ensure efficient tracking and management.

03

### Analysis & Criteria Review

Requests are assessed using consistent criteria (e.g., urgency, data quality, onboarding, ministerial priorities and impact on service provider training efforts). Non-urgent requests are tracked for future consideration, while all requests and their accompanying recommendations are brought forward for management decision.

04

### Decision & Approval

Management reviews and approves only those changes identified as urgent or necessary. Approved changes are documented and grouped for implementation.

05

### Batching & Planning

Changes are consolidated into groups (~50 per batch) and scheduled for implementation three times per year. Audit non-compliances or rare urgent/ hotfix changes can be processed outside this cycle.

06

### Technical Implementation

Internal technical teams review, and action grouped changes. Updated technical packages/forms, system back-end, and infrastructure are prepared.

07

### Communication & Release

A release plan and technical updates are communicated to service providers, who are granted 8 weeks to implement changes ahead of each planned release.

08

### Monitoring & Feedback

Following each release, outcomes are monitored, and stakeholder feedback is incorporated into future cycles.

## ELOG Change Management Calendar



## Delivering Results Through Effective Change Management

The ELOG Change Management Cycle offers a forward-thinking model for technical governance that prioritizes urgent needs, delivers planned releases every four months, and provides service providers with a dedicated 8-week window for implementation. By batching related changes, this approach promotes stability, consistency, and faster regional adoption, while transparent processes and ongoing feedback reinforce trust and continuous improvement. These practices position the ELOG program to effectively meet today's needs while building resilient foundations for future growth.