Change Request Form

|  |  |  |  |
| --- | --- | --- | --- |
| Project Name |   | Date |  |
| Project Number |  | Requestor |  |
| Project Manager |  | Project Owner |  |

| Describe the Requested Change |
| --- |
|   |
|  |
|  |

| Describe the Reason for the Request |
| --- |
|   |
|  |
|  |
| Describe Alternative Options |
|  Risk Identification/Analysis |
|  |
|  |
|  |
|  |
| Impact Analysis |
| Work Products to be Modified | Version Number |
| 1.  |  |
| 2.  |  |
| 3.  |  |
| *Describe the impact of the suggested change to work that is already complete.* |

| Quality Impact |
| --- |
| Additional Quality Assurance or Quality Control Activities  |
| 1.  |
| 2.  |
| 3.  |
| *Describe the impact of the change to quality assurance activities and quality control activities.* |
| Schedule Impact  |
| New Deliverables Description | Effort Hours | Date Required | Impact to Other Delivery Dates |
| 1.  |  |  |  |
| 2.  |  |  |  |
| 3.  |  |  |  |
| *Based on the impact, state the estimated date for implementing the requested change. State the new estimated project completion date.* |

| Budget Impact  |
| --- |
| New Deliverables Description | Lessen or Eliminate Other Expenses? Please describe. | Cost of New Deliverable | Total |
| 1.  |  |  |  |
| 2.  |  |  |  |
| 3.  |  |  |  |
| *Describe the overall impact to budget/cost.* |

| Decision |
| --- |
|  |  |  |  |  |
|  |  | Approved |  | Rejected |
|  |  |  |  |  |
|  |  | Approved with modifications |  | Deferred |
|  |  |  |  |  |
| Justifications |
|  |
| *Additional Comments* |
|  |

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Approver’s Printed Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

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