Project Change Request

Change Request Id: \_\_\_\_\_\_\_\_

Requestor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Submitted: mm/dd/yy

Reason for change (check one):

|  |  |  |  |
| --- | --- | --- | --- |
| Additions/Changes to Req’s. | | Cancellation of Req’s. | |
|  | Business process change |  | Reduced project scope |
|  | Additional Function |  | Unnecessary requirement |
|  | External design, usability change |  |  |
|  | System performance improvement |  |  |
|  | Unclear project requirement |  |  |
|  | Add Resources to improve project schedule |  |  |

|  |
| --- |
| Description of proposed change: |
|  |

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| --- |
| Reason for change (benefits): |
|  |

|  |
| --- |
| Implications of not making this change: |
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| --- |
| Related change request(s): |
|  |

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| --- |
| Impact on project deliverables: |
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|  |
| --- |
| Other project impacts (including complexity): |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Impact of Change | | | |
|  | From | To | Increase/Decrease |
| Cost |  |  |  |
| Schedule |  |  |  |
| Resources |  |  |  |
| Scope |  |  |  |
| Project End Date |  |  |  |

Signatures:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Manager \_\_\_\_\_\_\_\_\_ Date

\_\_\_ Approved

\_\_\_ Rejected \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reason for rejection

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Sponsor \_\_\_\_\_\_\_\_\_ Date

\_\_\_ Approved

\_\_\_ Rejected \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reason for rejection