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:

Reason for change (benefits):

Implications of not making this change:

Related change request(s):

Impact on project deliverables:

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