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| **Project Change Request Form**  *Document of Record for a project change request* | |
| **Project Name** |  |
| **Project Sponsor** |  |
| **Created by** | Person submitting the change request |
| **Date of Request** |  |

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| **Change Request Detail -** *The Change Request form is the document of record for a change request. It provides the business reasons and justification for the change and assesses the risk and impact of the change.* | | |
| **Type of Change** | | **Description of the change requested with rationale** |
|  | Enhancement |  |
|  | Problem |
| **Priority** | | **1 *– Critical****:* “I can’t move forward until this change is resolved.”  **2 *– High***: “I’m fine for right now, but unless this change is resolved by the due date, I won’t be able to move forward.”  **3 *– Normal***: “I’m fine for the right now, but this may impact my ability to move forward in the near future.”  **4 *– Low***: “This change is not impacting my ability to move forward.” |
| **Benefits of Proposed Changed** | | The additional benefits the proposed change would have. |
| **Alternatives** | | List any alternatives/work-around to the change that exist. |
| **Impact Severity** | | ***1 - Critical Impact***: Threatens the success of the project  ***2 - High Impact***: Significant disruption to program schedule, cost, or quality  ***3 - Normal Impact***: Progress disrupted with manageable extensions to short-term schedule and cost  **4 *- Low Impact***: Exposure is slight |
| **List of Impacted Deliverables** | |  |
| **Effect of NOT Approving this Change** | |  |
| **Financial Impact ($)**  *Estimated Cost of the Change* | |  |
| **Schedule Impact (days)**  *Time Required for the Change* | |  |
| **Resources Required for Change** | |  |
| **Impact Summary** | |  |

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| **Authorization** | | | | | |
| Who has the authority to approve this type of change? |  | Advisory Board |  | Business Office | |
|  | Steering Committee |  | Customer/Stakeholder | |
|  | Executive Sponsor |  | Other: | |
| **Change Requests Status** |  | Change Request Open | | | |
|  | Change Request Approved | | | |
|  | Change Request Rejected | | | |
|  | Change Request Closed | | | |
|  | Deferred for review at later date | | | Date: |
| **Fiscal Reviewed and Approved by**  If funding is sourced separately by a department |  | | | | Date: |
| **Authorizing Signature** |  | | | | Date: |
| **Project Manager Signature** |  | | | | Date: |