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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: |