www.cvr-it.com info@cvr-it.com

1

Overview

Change Request Log



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Introduction

The **Change Request Log** may be used to track the many change requests that commonly occur during a project. This template allows entry of:

- Change Request descriptive data
- Results of analysis
- Information related to approval / denial and changes to baselines

Features include:

- Mouse-over help in all column headings
- Includes most commonly used CR tracking information
- Track an unlimited number of CRs (i.e. to the limits of Excel)
- Preformatted for easy printing
- Customizable drop lists

Change Request Log Overview

PROJECT CHANGE REQUEST LOG

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Entries in these tables (only two shown) control the content of drop lists in the worksheet.



Change Identification

	PROJECT	CHANGE REQ	UEST	LOG		
Instructions are	below data area.					
	Project Name:	Project Name Goes Her	e			
	Project Manager:	Project Manager Name Goes Here				
	Change Identification					CR status may be:
Change Request No.	Change Description	Link to Change Request Form	Priority	Requested By	Status	Pending - CR is received but not yet reviewed Open - CR is under review
110326a	Put a short description of the request for change here		Critical	John Smith	Pending	\$5 been suspended until further notice
			High		Open	Withdrawn - the Requestor no
			Medium		On Hold	longer wants or needs the change
			Low		Withdrawn	Closed - CR is fully resolved
					Closed	

The Change Identification section captures basic descriptive data (CR number, description), as well as a link to the CR document and the source of the CR (Requested By). Priority is usually set when the CR is first recorded. Status may be updated at any time. All column heading contain mouse over help. Help for the Status column is shown.



Change Request Analysis

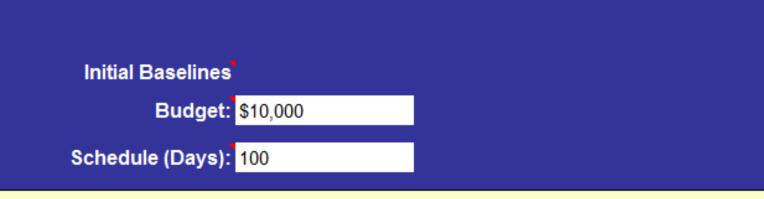
Change Analysis								
Cost Impact	Schedule Impact	Scope or Quality Impact	Risk Impact	Business Value Impact	Other Impact			
\$5,000.00	10 days	None	Serious Threat	None	None			
	•		Moderate Threat					
		**************************************	Minor Threat	•	•			
			Significant Opportunity					
			Moderate Opportunity					
			Minor Opportunity					
			No Change					
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Once the CR analysis is complete, information about expected impact of the CR on the project can be entered here. Impact is divided into several areas: Cost, Schedule, Scope/Quality, Risk and Business Value realization (i.e. the ultimate reason for doing the project). Impact outside of these areas can be entered into Other Impact.

Risk Impact has a drop list which contains the options shown in the figure. These can be customized.



Project Baselines



Change Analysis

Cost Impact	Schedule Impact	Scope or Quality Impact	Risk Impact	Business Value Impact
\$5,000.00	10 days	None	Minor Threat	None
			Significant Opportunity	
			No Change	

The tool tracks all changes to project baselines, and provides a summary view of total change and current baseline. In support of this, Initial Baseline data are collected as shown in this figure (top). This is entered early in the project.



Change Request Outcome

	Change Request Outcome								
Approve or Deny	Date Approved or Denied	Adjust Baseline(s)	Cost Adjustment	Proj Duration Adjustment (Days)	Date Baselines Adjusted	Comments			
Approved	5/22/2011	Schedule	\$100	10.0	7/3/2011	Sample entry			
Pending	•	Cost				\$ 			
Approved		None							
Denied		Scope							
		Scope and Schedule							
Denied		Cost, Sched, Scope		20.0					



When the CR is approved or denied, relevant information can be entered here. In addition, if the CR results in changes to one or more project baselines, that may be entered as well. The Approve or Deny and Adjust Baseline columns have a drop list with options shown in the figure. These can be customized.

Summary of Baseline Adjustments

Budget Impact		
Original Budget Baseline:	\$10,000	The budget baseline that management approved early in the project. It is best if this is set at the end of project planning
Adjustment to Baseline:	\$400	The total of all adjustments to the budget baseline that result from approved Change Requests.
New Budget Baseline:	\$10,400	The new budget baseline which is the total of the original baseline plus all adjustments.
Percent Change:	4.0%	Percent change in budget baseline.
Project Duration Impact		
Original Project Duration Baseline:	100.0	The project duration baseline that management approved early in the project. It is best if this is set at the end of project planning
Adjustment to Baseline:	30.0	The total of all adjustments to the project duration baseline that result from approved Change Requests.
New Project Duration Baseline:	130.0	The new project duration baseline which is the total of the original baseline plus all adjustments.
Percent Change:	30.0%	Percent change in project duration baseline.

A special tab in the workbook presents a summary of all changes to project baselines as shown above. This table is preformatted for easy printing.



Summary

The **Change Request Log** can be an important part of your Change Control process. Track the impact of change in your project, and have ready at hand the answers to questions about why the project has not met initial baselines.

Change Request Log is part of a powerful Project Execution template set available at very low cost from this source:

http://www.cvr-it.com/PM_Templates/

Other templates in this set include:

- Change Request Form
- Easy Earned Value
- Meeting Minutes
- Status Report
- Much more...



About CVR/IT Consulting LLC

- CVR/IT Consulting, established in 2002, provides guidance and support in the effective use of Project, Program, Portfolio Management and Business Analysis Technologies. The company provides professional consultation, training and tools in all matters related to Project Management and Business Analysis, such as:
- Implementation of governance structures and processes essential to effective Portfolio Management
- Establishment of a Project Management Office that finds its own success solely in the success of its customers
- Delivery of flexible, customized PM and BA Methodologies and tools
- Assessment of organizational project, program, portfolio management and business analysis practice
- Training (or re-training) of the project workforce
- Implementation of Organizational Change to make it all work



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