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PROJECT CHANGE REQUEST FORM Sample for Evaluation Only

Create links to referenced documents (e.g., [Link_To_...](#)): use *Insert* → *Hyperlink* on your toolbar.
Refer to the *Change Control Plan* for instructions on how to use this document.

Part 1. Requestor Information

Requestor: Fill in this page only. Enter appropriate information or place an "X" next to those that apply. Create links to any supporting documentation. Send your request to the Project Manager or other designated person.

1. Change Request	
Project Name:	
Describe the change 	
Describe how this is justified:	
Hyperlinks:	Link_To_Supporting_Document1 Link_To_Supporting_Document2
Impact of <u>Not</u> Implementing Proposed Change:	
Alternatives 	
Other comments:	
Priority: <i>(check one)</i> High [<input type="checkbox"/>] Medium [<input type="checkbox"/>] Low [<input type="checkbox"/>]	
Requested by:	
Date:	

Part 2. Analysis and Review

CR No. (enter in CR Log):	
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2. Results of Initial Review	
Initial Review Date: (MM/DD/YYYY)	Performed by:
<i>Action</i>	<i>Comments</i>
Approve for Impact Analysis []	
Reject []	
Defer Until (MM/DD/YYYY) []	
Express Approval : []	
Analyst assigned for further analysis:	
Comments:	

3. Impact Analysis	
Date of Analysis: (MM/DD/YYYY)	Performed by:
Area of Change:	
Scope []	Schedule []
Budget []	Quality []
Resources []	
Is this Change the result of a Risk Management Action? <input type="checkbox"/>	
No []	Yes [] Risk ID: _____
Describe the impact for each item below. If no impact enter "none"	
Design	
Testing	
Resources	
Budget	
Schedule	
Quality	
Transition	

3. Impact Analysis

Consideration Items	
Describe Report Required	
Describe New Work Required	
Project risk associated with implementing the change	
Project risk associated with not implementing the change	
Risk to Business Value	
Alternatives to the proposed change	
Impact on dependent projects	
Impact on project baselines	
Other impacts:	
Comments :	
Name of Analyst :	
Date of Analysis (MM/DD/YYYY) :	

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4. Proposed Action	
Select one:	Approve [] Deny [] Defer [] until date:
Details of proposed action:	
Proposed by :	
Date (MM/DD/YYYY) :	
Priority: (check one)	High [] Medium [] Low []
Signature:	

5. Final Decision	
Select one:	Approve [] Deny [] Defer [] until date:
Decision details (if any):	
Decision by :	
Decision Date (MM/DD/YYYY) :	
Priority: (check one)	High [] Medium [] Low []
Signature:	

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