Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Template Instructions:

During the execution and monitoring phase, no changes to the project approved baselines should occur without going through a formal change control process. When changes are needed, a project change request form is used to document the necessary changes.

Project change requests are required when changes are necessary in order to achieve the project objectives. Changes such as if additional time is required to complete the project, additional resources, additional funding, changes in project scope, or it could be changes by the project sponsor and or customer for any strategic reason.

A change request form is filled out by the person who recognizes the need for the change. The form should be communicated with the project team and the project manager in order to identify any significant impact to the project and whether the change benefits the project or not.

A project change request form is a form used to describe the proposed change(s) in project scope, along with any impacts the change may have on schedule, budget, resources, and/or deliverables. It also, documents the reasons why such changes are important along with the benefits of each change request.

To move forward, the change request must be sent to those with approval authority, with all supporting documents, for review. The approver(s) may approve, reject, or defer the request. In all cases, the decision must be justified, recorded, and communicated. In the case of approval, any related project documents should be updated and the change should be communicated to the impacted stakeholder.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CHANGE REQUEST** | | | | |
| Project Manager |  | | | |
| Change Requester |  | | Date |  |
|  | | | | |
| Change Category | ⬜ Schedule | ⬜ Cost | ⬜ Scope | |
| ⬜ Testing/Quality | ⬜ Resources | ⬜ Requirements/Deliverables | |
| Purpose |  | | | |
| Change Description |  | | | |
| Reason |  | | | |
| Benefits |  | | | |
| Impacts |  | | | |
| Alternative Considered |  | | | |
| Proposed Action |  | | | |
|  | | | | |
| Status | ⬜ Approved | ⬜ Deferred | ⬜ Rejected | |
| Decision Justification |  | | | |
| Approved by | Name | Signature | Date | |
|  |  |  | |
|  |  |  | |

Prefilled Example:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CHANGE REQUEST** | | | | |
| Project Manager | Rhett Sero | | | |
| Change Requester | Rick Rhodes | | Date | 22 July 2018 |
|  | | | | |
| Change Category | ⬜ Schedule | ✔ Cost | ⬜ Scope | |
| ✔ Testing/Quality | ✔ Resources | ⬜ Requirements/Deliverables | |
| Purpose | Assure adequate resources for project testing/quality. | | | |
| Change Description | Engage Pointeast testing services. | | | |
| Reason | Internal QA team is unable to handle the project due to other pressing projects. | | | |
| Benefits | Allows team to deliver project per client timeline without resource delay. | | | |
| Impact | Added 2 weeks (80 hours)of testing at a flat rate of $4,000 USD | | | |
| Alternative Considered | Per procurement department, Pointeast is our preferred vendor and they are available for the work. | | | |
| Proposed Action | Hire and schedule Pointeast resources as needed | | | |
|  | | | | |
| Status | ✔ Approved | ⬜ Deferred | ⬜ Rejected | |
| Decision Justification | Xanadu CEO approved at client request | | | |
| Approved by | Name | Signature | Date | |
| Rhett Sero, Project Manager  Rick Rhodes, Manager |  |  | |
| Sally Smith, Clark Inc. IT Manager |  |  | |