Project Change Request

|  |  |  |  |
| --- | --- | --- | --- |
| Project Title | [type the project title here] | | |
| Project Manager |  | | |
| Change No. |  | Release No. (if any) |  |

# I Description of Change

|  |  |
| --- | --- |
| **Summary of Change** | |
| Description of  Change[[1]](#footnote-1) |  |
| Reason for Change[[2]](#footnote-2) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Requested by - Change Initiator** | | | |
| Name | Title | Signature | Date |
|  |  |  |  |

# II Change Resolution

|  |  |  |  |
| --- | --- | --- | --- |
| **Change Request Resolution** | | | |
| Decision | Approved | Denied | On-hold |
| Explanation |  | | |
| **Approved By** | | | |
| Role | Project Manger | Project Sponsor |  |
| Name | Title | Signature | Date |
|  |  |  |  |
|  |  |  |  |

# III Change Review

|  |  |  |  |
| --- | --- | --- | --- |
| **Change Implementation** | | | |
| Change Result | Success | Failure |  |
| Remarks |  | | |
| Date and Time |  | | |
| **Verified By – Project Manager / Change Initiator** | | | |
| Name | Title | Signature | Date |
|  |  |  |  |
|  |  |  |  |

1. Description of Change –

   Precisely describe the impact of the change on **TIME, COST, MANPOWER, and/or PROJECT SCOPE.** [↑](#footnote-ref-1)
2. Reason for Change –   
   The Change Initiator shall provide reason/business justification for the change, i.e. “why the change is needed?”

   The change initiator shall also provide the following:

   Know risks or impact to business of implementing or not implementing the change

   Expected resources, such as further investment, human and time. [↑](#footnote-ref-2)