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)