

Change Request

Project

Title: _____

Date Prepared: _____

Person Requesting Change: _____

Change Number: _____

Category of Change: *(Check a box to indicate the category of change)*

Scope

Quality

Requirements

Cost

Schedule

Documents

Detailed Description of Proposed Change:

Describe change proposed.

Justification for Proposed Change:

Indicate the reason for the change

Impacts of Change:

Scope	<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease	<input type="checkbox"/> Modify
Description: <i>Describe the impact of the proposed change on the project or product scope.</i>			
Quality	<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease	<input type="checkbox"/> Modify
Description: <i>Describe the impact of the proposed change on the project or product quality.</i>			
Requirements	<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease	<input type="checkbox"/> Modify
Description: <i>Describe the impact of the proposed change on the project or product requirements.</i>			
Cost	<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease	<input type="checkbox"/> Modify

Change Request

Description:

Describe the impact of the proposed change on the project budget or cost estimates.

Schedule

Increase

Decrease

Modify

Description:

Describe the impact of the proposed change on the schedule and whether it will cause a delay on the critical path.

Project Documents

Describe changes needed to project documents.

Comments:

Any comments that will clarify information on the change request.

Disposition

Approve

Defer

Reject

Justification:

Justification for the change request disposition.

Change Control Board Signatures:

Name	Role	Signature

Date: _____

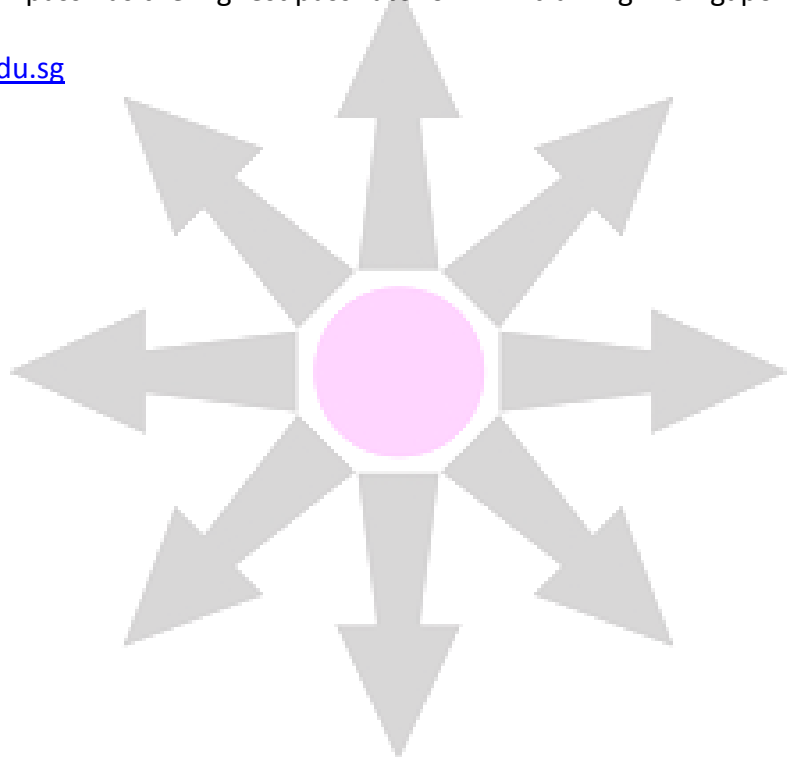
Change Request

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