Connecticut Department of Social Services
Enterprise Program Management Office

Project Change Log

Purpose of Change Log

Also known as Project Change Register, the Project Change Log is used to track requests for change to the project scope, schedule, design, budget, or other project component. Requests for change may be initiated by anyone involved in a project including stakeholders, subject matter experts, project team members or other project partners.

Requests for change are logged and tracked through review, approval, and implementation. The audience for the Project Change Log includes the project team, project sponsor, business owner, steering committee, and may include key project stakeholders.

Information to Include

The primary information documented includes "What is the requested change", "When was it requested", "Why it was requested", and "Who made the request". Other information may be captured and may vary based on the project needs.

When To Record a Change

The project manager and team must balance what is recorded in the Change Log compared to what is too detailed or insignificant to document. The determination will take thought and may vary based on the size, scope, phase and complexity of the project. As well as considering the overall audience, team members and project dynamics, other considerations include:

Contract terms that are may be confusing or unclear to stakeholders, frequently debated or where there is often disagreement may need to be clarified through a change request

Any request for change that significantly impacts the scope, budget, timeline, deliverables, quality, etc. of the project

When alternatives changes exist and one is selected

Changes directed by executives/leaders or others outside of the project team, which will impact the work of the project team

Those that impact what or how a deliverable will be achieved where it may be different than what stakeholders expect

Items that may not seem significant but may introduce risk or issues if not understood

Instructions

Enter the information defined below in the Change Log tab.

DSS Project Management recommends the file name be added to the page footer during the project lessons learned log set up.

Fields

Project Name *- Enter the name of the project*

Project Manager *- The first and last name of the project manager*

ID *- The change request number or ID*

Type *- Select a Type for the change from the dropdown. Template choices include Schedule, Budget, Design, Deliverable, Organization, or Other. The project team may choose to add additional types to fit the needs of the project.*

Description *- Enter a brief description of the change requested*

Requested By *- The name of the person requesting the change*

Date Created *- The date the change request was created*

Priority *- Assign a level of priority to the change request of Material or Non-Material*

- *Material - A critical change that has significant impacts to the Cost, Schedule, Scope and/or Quality of the project and is a high priority for review for approval.*
- *Non-Material - An change that doesn't materially affect important project activities.*

Status *- Assign a status to the change request; Submitted, In Review, Approved, Denied, Deferred, Withdrawn, or Closed.*

Cost Expectations *- If the change request will incur costs, provide an estimate of those costs if an actual figure is not known. If the change order has no costs associated, enter zero or "None" in this field.*

Assigned To *- The name of the person to whom the change request is assigned*

Date Resolved *- The date the change request becomes a change control*
Resolution/Comments *- Notes on the status or outcome of the request for a change.* ***If a vendor change order is anticipated note it here.***

Change Request Log

PROJECT NAME:										
PROJECT MANAGER:										

ID	Type	Description	Requested By	Date Created	Priority	Status	Cost Expectations	Assigned To	Date Resolved	Resolution/Comments
1										
2										
3										
4										
5										
6										
7										
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** To ADD a row to this list, SELECT an unnumbered row above, RIGHT CLICK and SELECT Insert. Add a sequential number in the first column "ID"*