



<Project Name>  
Change Request Form

Version X.XX

#### Instructions to the Author:

This is a template for submitting a change request.

The template includes instructions to the author, boilerplate text, and fields that should be replaced with the values and information specific to the project.

Blue italicized text enclosed in boxes provides instructions to the document author, or describes the intent, assumptions, and context of the annotated section. This instructional text should be removed from the final document to make the plan more readable. Italicized text enclosed in angle brackets (<text>) indicates a field that should be replaced with information specific to a project. The author should set the style of the text inserted to replace the bracketed text appropriately.

Text and tables with content prefaced with e.g. are provided as examples of wording and/or formats that may be used or modified as required to support a specific project. The information and outline is a suggestion to assist in developing project documents; they are not mandatory formats. The author should tailor the content of the document to fit the project that this work product will support.

#### Purpose of the Change Request Form:

In project management, a change request often arises when a project team member, stakeholder, sponsor, or client identifies a needed change to project scope, schedule, budget, deliverables, or other material aspect of the effort. Such a change may involve an additional feature or customization or an extension of service, among other things. A change request is a document containing a call for an adjustment of a solution or a system; it is of great importance in the change management process.

Change requests typically originate from these sources:

- Changes in underlying frameworks, structure, regulations and/or standards (e.g. a major security release of the solutions underlying operating system, an unplanned legislative mandate or new regulation)
- Discovered non-conformities that do not trace back to a requirement, which forms the most common source
- Unplanned solution enhancements requested by the sponsor, stakeholders, or end users
- A failure of a critical risk mitigation strategy that requires the execution of a contingency
- Downstream events from the development of other solutions or systems
- An unclear understanding of the goals and the objectives of the project
- Mandated regulatory or statutory change
- Demands from executive leadership
- Permanent document template changes

**Remove this page from the final document.**

# <Project Name>

## Change Request

### Revision History

Date	Version	Author(s)	Notes
1/1/2018	0.1		

# <Project Name>

## Change Request

Project Information			
Project Title			
Date			
Division/Dept.			
Business Unit			
Project Sponsor		Project Manager	
Phone		Phone	
Email		Email	

Section 1: Change Request			
Change Request No.		Requestor	
Requestor's Email		Requestor's Phone	
Item to Change			
<b>Description of Change:</b> Click here to enter text.			
<b>Estimated Cost &amp; Time:</b> Click here to enter text.			
<b>Priority (Check one)</b>	<input type="checkbox"/> Material <input type="checkbox"/> Non-Material		

Section 2: Change Evaluation				
<b>Evaluated by</b>	Click here to enter text.			
<b>Describe Impact/Work Required:</b> Click here to enter text.				
<b>Change Type</b> Mark all that apply	<input type="checkbox"/> Scope	<input type="checkbox"/> Time	<input type="checkbox"/> Duration	<input type="checkbox"/> Cost
	<input type="checkbox"/> Resources	<input type="checkbox"/> Deliverables	<input type="checkbox"/> Product	<input type="checkbox"/> Processes
	<input type="checkbox"/> Quality	<input type="checkbox"/> Supplier Initiated	<input type="checkbox"/> Other	

# <Project Name>

## Change Request

### Section 3: Change Tracking

Status (Check one)

Submitted

In Review

Deferred

Rejected

Approved

Comments:

Click here to enter text.

### Section 4: Contract Amendment

Required (Check one)

Yes  No

Comments:

Click here to enter text.

### Section 5: Change Resolution

Status (Check one)

Accepted

Pending

Rejected

Approved

Comments:

Click here to enter text.

## Approvals

List the responsible person(s) who have the authority to approve the addition of this change to the project. At minimum, the sponsor and Project Manager must sign to approve a change request. Material priority level change requests may require additional signatories.

Remove this instruction text from the final document.

Role	Name & Title	Signature	Date