

Project Change Request

A. General Information

Project Title:		Prepared By:	
Date Prepared:		Version:	

B. Change Description

The purpose of this change is to:	Describe the change request:
<input type="checkbox"/> <i>Resolve a problem or issue that surfaced during the project.</i>	
<input type="checkbox"/> <i>Modify the scope of the project.</i>	
<input type="checkbox"/> <i>Request additional resources or funding for the project.</i>	

C. Change Justification

Explain why these changes are necessary to include in the scope of the current project instead of requesting a future project or enhancement after project completion.

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D. Impact Statement

Describe the impact these changes will have on the current project, other systems, and other units. Consider the impact to schedule, budget, and resources.

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E. Approvals

A signature(s) indicates approval of the change request described in this form. The project manager is empowered by this approval to proceed with incorporating the described change into the project which may adjust the project's scope, tasks, deliverables, schedule, or cost.

Project Sponsors:		
Name	Signature	Date
Project Manager:		
Name	Signature	Date