**\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***<Project Name>***

**Change Request Form**

Version *<1.0>*

*<mm/dd/yyyy>*

AGENCY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 CONTACT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Notes to the Author***

*[This document is a template of a Project Change Request for a project. Following is a list of the fields contained in the template and suggested content for each field. The template can be adjusted to meet your specific project requirements and approval processes.]*

**Change Request Number and description:**

* Write a general description of the change request

**Basis for Change and Impact to Project:**

* Write a general description of why this change is necessary and how it will impact the project – schedule, cost, quality, deliverables, resource requirements, etc.

**Change Request Title:**

* Give a name for the CR to make it easy to reference in communications to stakeholders and for tracking purposes

**Project Area**

* Identify which area of the project will be changed (e.g. deliverables, technical design, functional requirements, contract, timeline, etc.)

**Change Request Type**

* Specify the type of change requested; whether a change to the scope of the project, schedule, budget, resources or “other”

**Priority**

* Indicate with an X in the appropriate box the priority level of the change (Critical, High, Medium or Low)

**Sponsor**

* Enter name of the Sponsor of the Project

**Verified by:**

* Enter name of the individual who has verified the contents of the change request (generally this will be the Project Manager or a Business or Technical Lead)

**Date submitted:**

* Enter the date the CR is complete and submitted for review

**Status:**

* Track the progress of the CR by checking the appropriate box. Update as it progresses through the review and approval process for an audit trail. (The submittal date should not change.)

**Outcome:**

* Enter the final disposition of the CR.

***The fields below this section contain the details of the CR that will be used for evaluating and making a final decision.***

**Preferred Resolution:**

* This should reflect the viewpoint of the individual or group submitting the CR. Based on their assessment, what is the preferred resolution?

**Implications of not making the change:**

* How will the project be impacted if the change is not approved?

**Schedule/Timing Change:**

* If the change request impacts the schedule or timing of deliverables, enter the change requested to the schedule for example – deliverable # x will be 2 weeks late or the baseline end date of the project will be extended by 2 weeks

**Resource Change:**

* If the change request impacts resources give a brief description here and complete the fields below

**Source of Resource:**

* Where will the resources come from if the CR requires new resources

**Additional Hours Required:**

* Provide estimate of hours needed to complete the work associated with the CR

**Resources Available:**

* Suggest sources of resources if there are any available (project team members with available bandwidth, etc.)

**Comments:**

* Add any additional comments necessary to describe resources or resource requirements.

**Financial Change:**

* If the CR impacts cost, give a brief description here an complete the fields below

**Financial Type:**

* Use any financial codes required or funding source for this change

**Original Estimate:**

* Insert the baseline cost estimate here (the estimate may be for the entire project or for a specific deliverable, whichever is appropriate)

**Revised Estimate:**

* Insert the revised cost estimate here (the estimate may be for the entire project or for a specific deliverable, whichever is appropriate)

**Comments:**

* Add any additional comments necessary to explain the change in cost or the CR in general. Check approved or disapproved by PM and Business Owner (or insert the appropriate person based on your project’s governance structure):

**Actual Resolution and other Remarks:**

* When the CR is finalized and complete, use this section to add information on the actual resolution and any other remarks necessary.

**Project Change Request form**

*[ Insert Project Name]*

|  |
| --- |
| **Change Request Number and description:** |
| **Basis for Change and Impact to Project:**  |
| **Type of Change Request:****Scope, Schedule ,Budget; Resources, Other** |
| **Change Request Title:**  | **Project Area:** |
| **Priority (Indicate with an X)** | **Critical** | **High**  | **Medium** | **Low**  |
| **Request Type (check all that apply):**  |
| **Scope****[ ]**  | **Schedule****[ ]**  | **Cost/Budget****[ ]**  | **Other (specify)****[ ]**  |
| **Sponsored by:**  | **Verified By:** | **Date Submitted:**  |
| **Status** | **Outcome** |
| **Submitted[ ]**  | **Evaluated[ ]**  | **Approved[ ]**  | **Closed[ ]**  | **Rejected[ ]**  | **Deferred[ ]**  |
| **Preferred Resolution:**  |
| **Implications of Not Making the Change:**  |
| **Schedule / Timing Change** |
| **Resource Change** |
| **Source of Resource** | **Additional Hours Required** | **Resources Available** | **Comments** |
| **Financial Change** |
| **Financial Type** | **Original Estimate** | **Revised Estimate** | **Comments** |

**Project Manager Acceptance**

[ ]  Approved [ ]  Disapproved

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | Signature |  | Date |  |

**Business Owner Acceptance**

[ ]  Approved [ ]  Disapproved

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | Signature |  | Date |  |

**Actual Resolution and Other Remarks:**