CHANGE REQUEST FORM TEMPLATE

Before completing this form you need to select the next number from the central Change Request Register and give a high-level description of the nature of the change. This form is then submitted in accordance to the change control process and is assessed for its merit and degree of impact on the project.

PROJECT:		PROJECT MANAGER:	DATE:
CHANGE TITLE:		REQUESTER:	CHANGE NUMBER:

CATEGORY (Put a 'X' in each relevant box)	□ Function □ Schedule □ Cost □ Scope □ Resources □ Requirements/Deliverables □ Testing/Quality
PURPOSE (Put a 'X' in each relevant box)	□ Corrective Action □ Preventative Action □ Defect Repair □ Updates □ Other
DESCRIPTION OF REQUESTED CHANGE:	
REASON FOR CHANGE	
POTENTIAL BENEFITS OF CHANGE	

Change Request Form Template

IMPACT ON PROJECT (Enter brief description in appropriate areas.)	TECHNICAL	
	FINANCIAL	
	STRATEGIC	
	END USER / CUSTOMER	
	STAKEHOLDER	
	QUALITY	
	TIME FRAME	
	PROCUREMENT	
	RESOURCES	

Change Request Form Template

ALTERNATIVES CONSIDERED		REASONS FOR REJECTION

STATUS	□ APPROVE	□ REJECT	□ DEFER

JUSTIFICATION	

SIGNATORIES:	NAME & TITLE	SIGNATURE	DATE