

PROJECT CHANGE CONTROL TEMPLATE EXAMPLE

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PROJECT TITLE

PROJECT SPONSOR

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CHANGE REQUEST

ORIGINATOR NAME

DATE OF REQUEST

CHANGE ID NO.

CONTACT INFORMATION		
ITEMS TO BE CHANGED		
ARGUMENT REFERENCE(S)		
CHANGE DESCRIPTION		
ESTIMATED FINANCIAL IMPACT	ESTIMATED TIMELINE IMPACT	
PRIORITY / CONSTRAINTS		

CHANGE EVALUATION

ASPECTS AFFECTED		WORK REQUIRED	
RELATED REQUESTS			

EVALUATOR NAME

SIGNATURE

DATE EVALUATED

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CHANGE APPROVAL

SELECT ONE

COMMENTS

<input type="checkbox"/>	ACCEPTED	
<input type="checkbox"/>	REJECTED	
<input type="checkbox"/>	HOLD	

APPROVED BY

SIGNATURE

DATE APPROVED

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CHANGE EVALUATION

ASSET	
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IMPLEMENTED BY

SIGNATURE

DATE EXECUTED

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