**[A green sign with white text

Description automatically generated with medium confidence](https://www.smartsheet.com/try-it?trp=11909&utm_source=template-word&utm_medium=content&utm_campaign=Change+Request+Form+Example-word-11909&lpa=Change+Request+Form+Example+word+11909)CHANGE REQUEST FORM Example**

CHANGE REQUEST FORM

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CHANGE DETAILS |  | Project Name | | | | | | | | | |  | Change No. |
|  | Closer to the Sun | | | | | | | | | |  | 1011 |
|  | Change Name | | | | | | | | | |  | Date of Request |
|  | SP Product Version 3.2 | | | | | | | | | |  | 11/11/20XX |
|  | Requested By | | | | Requester’s Contact Information | | | | | |  | Date Needed |
|  | Lori Garcia | | | | lgarcia@email.com | | | | | |  | 01/01/20XX |
|  |  | | | |  | | | | | |  |  |
|  | PRIORITY |  | X | HIGH |  |  | MEDIUM |  |  | LOW |  |  |

|  |  |
| --- | --- |
| Description of Change | We want to increase the efficiency rating of our residential solar panels from 22 percent to 25 percent. |
| Reason  for Change | Market research shows an increasing demand among residential customers for more efficient solar panels. Increasing our efficiency rating will keep us competitive and show that we are innovative. |

|  |  |  |  |
| --- | --- | --- | --- |
| CHANGE IMPACTS |  | Scope | The scope will remain the same. |
|  | Deliverables | We will need to update our product specifications and design. |
|  | Cost | We will need a budget increase for additional research, development, and testing. |
|  | Resources | We may require new or additional materials. Employees will need training concerning the product change. |
|  | Timeline | We will extend the timeline to account for additional testing phases, marketing material adjustments, etc. |
|  | Stakeholders | This change will have a positive impact on customers because they will benefit from the product’s improvements. It will have a positive impact on stakeholders because it will enhance the company’s competitive edge and potentially lead to increased market share and revenue. It will have a mixed impact on employees because some teams may face an increased workload. |

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| RISK ANALYSIS |  | Risk Identification | |  | Probability of Risk |
|  | There are technical challenges related to the design. | |  | Low |
|  |  | | | |
|  | Risk Mitigation Strategies | In order to identify any technical challenges, we will conduct thorough research and engage experts before implementation. | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DECISION | |  | Project Manager Name | Signature | Date |
| X | ACCEPTED |  |  |  |  |
|  | REJECTED |  | Decision-Maker Name & Title | Signature | Date |
|  | More Info Requested |  |  |  |  |

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