**CHANGE REQUEST FORM TEMPLATE**

CHANGE REQUEST FORM

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CHANGE DETAILS |  | Project Name |  | Change No. |
|  |  |  |  |
|  | Change Name |  | Date of Request |
|  |  |  |  |
|  | Requested By | Requester’s Contact Information |  | Date Needed |
|  |  |  |  |  |
|  |  |  |  |  |
|  | PRIORITY |  |  | HIGH |  |  | MEDIUM |  |  | LOW |  |  |

|  |  |
| --- | --- |
| Description of Change |  |
| Reasonfor Change |  |

|  |  |  |  |
| --- | --- | --- | --- |
| CHANGE IMPACTS |  | Scope |  |
|  | Deliverables  |  |
|  | Cost  |  |
|  | Resources |  |
|  | Timeline  |  |
|  | Stakeholders  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| RISK ANALYSIS |  | Risk Identification |  | Probability of Risk |
|  |  |  |  |
|  |  |
|  | Risk Mitigation Strategies |   |

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

|  |
| --- |
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