**PROJECT MANAGEMENT CHANGE LOG – EXAMPLE**

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| PROJECT NAME | PROJECT MANAGER | LAST UPDATED |
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| **CHANGE NO.** | **CHANGE TYPE** | **OWNER NAME** | **CHANGE DESCRIPTION** | **ACTION** | **IMPACT** | **STATUS** | **PRIORITY** |
| 1 | Compliance | Andrew Smith | Implement security patches to meet latest regulatory requirements. | Apply necessary security updates and conduct compliance audit. | Resources  | Open | High |
| 2 | UI | Amy Lewis  | Remove less-used feature to simplify UI. | Disable and remove feature from application. | Resources  | In Progress | Low |
| 3 | Data  | Edgar Poe | Integrate third-party analytics tool to enhance data insights. | Reach out to third parties. Negotiate cost. Configure and test integration with analytics API. | Scope and Budget  | In Progress  | Medium |

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| **CHANGE NO.** | **DATE OF REQUEST** | **EXPECTED RESOLUTION** | **DATE BEGUN** | **ESCALATION REQUIRED** | **DATE RESOLVED** | **COMMENTS** |
| 1 | 11/02/20XX | 6 weeks | 11/05/20XX | Yes |  |  |
| 2 | 11/05/20XX | 2 weeks  | 11/06/20XX | No |  |  |
| 3 | 11/30/20XX | 6 months  | 12/06/20XX | No |  | We’re waiting to hear back from third parties.  |

**PROJECT MANAGEMENT CHANGE LOG TEMPLATE**

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| PROJECT NAME | PROJECT MANAGER | LAST UPDATED |
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| **CHANGE NO.** | **CHANGE TYPE** | **OWNER NAME** | **CHANGE DESCRIPTION** | **ACTION** | **IMPACT** | **STATUS** | **PRIORITY** |
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| **CHANGE NO.** | **DATE OF REQUEST** | **EXPECTED RESOLUTION** | **DATE BEGUN** | **ESCALATION REQUIRED** | **DATE RESOLVED** | **COMMENTS** |
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