# 项目需求变更申请表

**填表日期 2018**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 项目基本信息 | 项目名称 | | | | |  | | | | | |
| 项目负责人 | | | | |  | | 变更申请小组 | |  | |
| 项目经理 | | | | |  | | 需求确定时间 | |  | |
| 小组成员 | | | | |  | |
|  | | 项目交付日期 | |  | |
|  | |
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| 项目  开发组 | 可行性分析 | | |  | | | | | | | |
| 变更影响评估 | 成本 | |  | | | | | | | |
| 进度 | |  | | | | | | | |
| 其他 | |  | | | | | | | |
| 效益分析 | | |  | | | | | | | |
| 项目经理意见 | | |  | | | | | | | |
| 变更描述 | 变更需求编号 | | | |  | | | | 变更申请日期 | |  |
| 变更相关用例 | | | |  | | | | 变更阶段 | |  |
| 变更类型 | | | | 增加删除修改 | | | | 变更优先级 | | 高中低 |
| 需求描述 | | | |  | | | | | | |
| 变更原因 | | | |  | | | | | | |
| 效益分析 | | | |  | | | | | | |
| 变更前内容 | 或功能、界面展示描述： | | | | | | | | | | |
| 变更后内容 |  | | | | | | | | | | |
| 变更审核人签字 | | |  | | | |  | | | | |
| 审核意见 |  | | | | | | | | | | |