

Change Request

Internal ☐

External ☐

| | |
|----------------------|--|
| Project Name | |
| Customer Name | |
| Start Date | |
| End Date | |
| Project Completion% | |
| CR#-Project Specific | |

Change Request Details

Change Trigger:

| | |
|---|---|
| Customer Request <input type="checkbox"/> | Business Change <input type="checkbox"/> |
| Quality issue <input type="checkbox"/> | Resource Allocate <input type="checkbox"/> |
| Risk & Contingency <input type="checkbox"/> | Regulation <input type="checkbox"/> |
| Vendor issue <input type="checkbox"/> | Contractual issues <input type="checkbox"/> |
| Others <input type="checkbox"/> | |

Description of change:

Attachment:

| | | | | | | |
|----------------------|--------------------------|--------------------------|----------------------|--------------------------|-------------|------|
| | | | | | | |
| Impact of Change | | | | | | |
| | Increase | Decrease | | Modify | | |
| Time | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | | |
| Cost | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | | |
| Scope | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | | |
| Quality | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | | |
| | | | | | | |
| Milestone Impact | | | | | | |
| | Baseline | | New | | Impact +/- | |
| Milestone Name | Finish Date | Cost | Finish Date | Cost | Finish Date | Cost |
| 1- | | | | | | |
| 2- | | | | | | |
| 3- | | | | | | |
| 4- | | | | | | |
| 5- | | | | | | |
| | | | | | | |
| Alternative: | | | | | | |
| Client | | | ELM | | | |
| Project Manager Name | Date | Signature | Project Manager Name | Date | Signature | |
| | | | | | | |