Change Request

Internal ☐	External ☐

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

Change Request Details

Change Trigger:	Customer Request ☐	Business Change ☐
	Quality issue ☐	Resource Allocate ☐
	Risk & Contingency ☐	Regulation ☐
	Vendor issue ☐	Contractual issues ☐
	Others ☐	
Description of change:		
Attachment:		

Impact of Change

	Increase	Decrease	Modify
Time	☐	☐	☐
Cost	☐	☐	☐
Scope	☐	☐	☐
Quality	☐	☐	☐

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