|  |  |  |  |
| --- | --- | --- | --- |
| 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 |
|  |  |  |  | |  |  |