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