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| **CHANGE REQUEST FORM** | | |
|  | | |
| **Change Description** | | |
| **Project Name:** | **Change Name:** | **Number:** |
|  |  |  |
| **Requested By:** | **Contact:** | **Date:** |
| **Description of Change:** | | |
| **Reason for Change:** | | |
| **Priority [Circle One]: 1. High 2. Medium 3. Low** | | |
| **Impact on Deliverables:** | | |
| **Impact of Not Responding to Change (and Reason Why):** | | |
| **Date Needed:** | **Approval of Request:** | **Date:** |

|  |
| --- |
| **Change Impact** |
| **Tasks/Scope Affected:** |
| **Cost Evaluation:** |
| **Risk Evaluation:** |
| **Quality Evaluation:** |
| **Additional Resources:** |
| **Duration:** |
| **Additional Effort:** |
| **Impact on Deadline:** |
| **Alternative and Recommendations:** |
| **Comments:** |

|  |  |
| --- | --- |
| **Sign Offs** | |
| **[Circle One]: 1. Accepted 2. Deferred 3. Rejected 4. More Info Requested** | |
| **Comments:** | |
| **Project Manager Signature:** | **Date:** |
| **Decision Maker Signature:** | **Date:** |

**Related Free Templates**

* [Change log template for Excel](https://www.projectmanager.com/templates/change-log-template?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=word-change-req&utm_content=&utm_detail=&utm_term=none)
* [Issue tracker template for Excel](https://www.projectmanager.com/templates/issue-tracking-template?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=word-change-req&utm_content=&utm_detail=&utm_term=none)
* [Risk tracking template for Excel](https://www.projectmanager.com/templates/risk-tracking-template?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=word-change-req&utm_content=&utm_detail=&utm_term=none)

[Graphical user interface

Description automatically generated](http://www.projectmanager.com/pricing?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=word-change-req&utm_content=&utm_detail=&utm_term=none)