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| **CHANGE REQUEST** | |
| **Project Name** | [This section contains the project name that should appear consistently on all project documents. Organizations often have project naming conventions.] |
| **Requested by** | [Name of the person requesting the change] |
| **Request Date** | [The date this form was submitted] |
| **Description of the Requested Change**  **(Completed by the Requestor)** | |
| [Complete description of the requested change to the project] | |
| **Benefit of the Requested Change**  **(Completed by the Requestor)** | |
| [Complete description of the benefit to the project if the requested change is made] | |
| **Impacts to the Project**  **(Completed by the Project Manager)** | |
| [Full description of the impact to the project’s scope, quality, schedule, cost, risk, etc.] | |
| **Change Request Decision**  **(Completed by the Project Change Committee)** | |
| [An indication of whether the change is approved in full, approved in part, or rejected] | |