## 170 Executing Forms

* 1. Change Request

A change request is used to change any aspect of the project. It can pertain to product, documents, cost, schedule, or any other aspect of the project. Typical information includes:

* + - Requestor
    - Category
    - Description of the proposed change
    - Justification
    - Impacts of the proposed change
      * Scope
      * Quality
      * Requirements
      * Cost
      * Schedule
      * Project documents
    - Comments

A change request can come from almost any process involved in executing, monitoring, and controlling the project. It is described in 4.3 Direct and Manage Project Work in the *PMBOK*® *Guide* – Sixth Edition. Upon completion, it is submitted to the change control board for review.

## Tailoring Tips

Consider the following tips to help tailor the change request to meet your needs:

* + - For smaller projects you can simplify the form by having a summary description of the impacts with- out including impacts for each subcategory (scope, quality, requirements, etc.).
    - You can add a check box that indicates whether the change is mandatory (such as a legal require- ment) or discretionary.
    - A field can be added that describes the implications of not making the change.

## Alignment

The change request should be aligned and consistent with the following documents:

* + - Change management plan
    - Change log

## Description

You can use the element descriptions in Table 3.3 to assist you in developing the change request.

## Executing Forms 171

Table 3.3 Elements of a change Request

Document Element Description

Requestor The name, and if appropriate, the position of the person requesting the change

Category Check a box to indicate the category of change.

Description of change Describe the proposed change in enough detail to clearly communicate all

aspects of the change.

Justification for proposed change Indicate the reason for the change.

Impacts of change Scope Describe the impact of the proposed change on the project

and product scope.

Quality Describe the impact of the proposed change on the project or product quality.

Requirements Describe the impact of the proposed change on the project or product requirements.

Cost Describe the impact of the proposed change on the project budget, cost estimates, or funding requirements.

Schedule Describe the impact of the proposed change on the sched- ule and whether it will change the critical path.

Project documents

Describe the impact of the proposed change on each project document.

Comments Provide any comments that will clarify information about the requested change.



# CHANGE REQUEST

Project Title: Date Prepared: Requestor:

category:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| D | Scope | D | Quality | D | Requirements |
| D | Cost | D | Schedule | D | Documents |

Detailed Description of Proposed change

Justification for Proposed change

Impacts of change

|  |  |  |  |
| --- | --- | --- | --- |
| scope | D Increase | D Decrease | D Modify |
| Description: | | | |
| quality | D Increase | D Decrease | D Modify |
| Description: | | | |

Page 1 of 3



# CHANGE REQUEST

|  |  |  |  |
| --- | --- | --- | --- |
| Requirements | D Increase | D Decrease | D Modify |
| Description: | | | |
| cost | D Increase | D Decrease | D Modify |
| Description: | | | |
| schedule | D Increase | D Decrease | D Modify |
| Description: | | | |
| stakeholder Impact | D High risk | D Low risk | D Medium risk |
| Description:  Project Documents | | | |

comments

Page 2 of 3



# CHANGE REQUEST

Disposition: D Approve D Defer D Reject

Justification

Page 3 of 3