Change Log – Scope Control

Suggested columns for your table:

- Change ID
- Change Request
- Reason / Driver
- Impact on Scope
- Impact on Time
- Decision (Approved / Rejected / Deferred)
- Decision Date
- Approver
- Notes (optional)

Template Table

Change ID	Change Request	Reason / Driver	Impact on Scope	Impact on Time	Decision (A/R/D)	Decision Date	Approver	Notes
CR-01								
CR-02								
CR-03								