# Project Change Request Document

**Document location**

| Location |
| --- |
| Kingdom of Bahrain |

**Author**

| Position | Name | Contact no |
| --- | --- | --- |
| Technical Lead | Mohammad Dilshad Ansari | 35184118 |

**Revision history**

| Version | Issue date | Author/editor | Description/Summary of changes |
| --- | --- | --- | --- |
| 1.0.0# | ----- | ----- |  |
|  |  |  |  |

**Reviewed by**

| Version | Issue date | Name | Position / Designation | Review date |
| --- | --- | --- | --- | --- |
| 1.0.0# | ----- | ----- | ----- | ----- |
| 1.0.1# | ----- | ----- | ----- | ----- |
|  |  |  |  |  |

**Approvals**

| Version | Issue date | Name | Position/ Designation | Approval date |
| --- | --- | --- | --- | --- |
| 1.0.0# | ------ | ------ | Project Manager |  |
| 1.0.1# | ------ | ------ | HOD/IT Director |  |

**Related documents**

| Document | Location |
| --- | --- |
| Project Change Request Document | Kingdom of Bahrain |

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| --- | --- | --- | --- | --- | --- | --- |
| **1. SUBMITTER - GENERAL INFORMATION** | | | | | | |
| **CR. No.** |  | | | | | |
| **Type of CR** | Enhancement | | Defect | Others | | |
| **Project/Program/Initiative** |  | | | | | |
| **Submitter Name** |  | | | | | |
| **Brief Description of Request** |  | | | | | |
| **Date Submitted** |  | | | | | |
| **Date Required** |  | | | | | |
| **Priority** | Low | Medium | | High | | Mandatory |
| **Reason for Change** |  | | | | | |
| **Other Artifacts Impacted** |  | | | | | |
| **Assumptions and Notes** |  | | | | | |
| **Comments** |  | | | | | |
| **Attachments or References** | Yes | No | |  | | |
| **Link:** | | | | | |
| **Approval Signature** |  | | | **Date Signed** |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2.TECHNICAL LEAD - INITIAL ANALYSIS** | | | | |
| **Hour Impact** | *hrs* |  | | |
| **Duration Impact** | *days* |  | | |
| **Schedule Impact** | *days* |  | | |
| **Comments** |  | | | |
| **Recommendations** |  | | | |
| **Approval Signature** |  | | **Date Signed** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **3.PROJECT MANAGER – DECISION** | | | | | | |
| **Decision** | Approved | Approved with Conditions | | Rejected | | More Info |
| **Decision Date** |  | | | | | |
| **Decision Explanation** |  | | | | | |
| **Conditions** |  | | | | | |
| **Approval Signature** |  | | **Date Signed** | |  | |