

# Change Request Template



## Agile Software Project

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### 1. Change Request ID

*(Unique identifier, e.g., CR-2025-001)*

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### 2. Request Date

*(Date the change was submitted)*

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### 3. Requestor Information

- Name:
  - Role (e.g., Product Owner, Developer, Stakeholder):
  - Contact Info:
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### 4. Change Description

*(Describe the change being requested in clear detail)*

*Example: Add password reset feature to the user login module.*

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### 5. Reason for Change

*(Explain why the change is needed)*

*Example: Users are currently unable to recover accounts, leading to support tickets.*

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## 6. Impact Assessment

- Impact on Scope:
  - Impact on Timeline:
  - Impact on Cost/Budget:
  - Impact on Team/Resources:
  - Dependencies/Risks Introduced:
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## 7. Proposed Solution / Approach

*(How will this change be implemented? Who will do it?)*

*Example: New “Forgot Password” workflow using email token authentication; assigned to backend team.*

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## 8. Priority

- Low
  - Medium
  - High
  - Critical
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## 9. Approval Status

- Pending
- Approved
- Rejected

- **Deferred**
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#### **10. Reviewed By**

- **Product Owner:**
  - **Scrum Master / Project Manager:**
  - **Tech Lead (if applicable):**
  - **Date of Review:**
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#### **11. Notes / Comments**

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### **Agile Considerations**

- **This change request may result in the creation/modification of user stories, epics, or tasks in the product backlog.**
- **Approved changes will be prioritized and scheduled in upcoming sprints.**
- **Use your project management tool (e.g., Jira, Azure DevOps, Trello) to link this request to related items.**