|  |  |  |
| --- | --- | --- |
| **CHANGE REQUEST FORM** | | |
|  | | |
| **Change Description** | | |
| **Project Name:** **Travel Advisor** | **Change Name: Feedback Change** | **Number: 1** |
|  |  |  |
| **Requested By: Customer** | **Contact:** **amrahelal1989@gmail.com** | **Date:07/05/2022** |
| **Description of Change:**  **Customers want to delete a customer feedback feature from the project.** | | |
| **Reason for Change:**  **The time & resources for the project are not enough to deliver on time.** | | |
| **Priority [Circle One]: 1. High 2. Medium 3. Low** | | |
| **Impact on Deliverables:**  **The scope of the project will be reduced and the time will be enough for delivery.** | | |
| **Impact of Not Responding to Change (and Reason Why):**  **The delivery can’t be on the required time.** | | |
| **Date Needed:07/05/2022** | **Approval of Request:08/05/2022** | **Date:09/05/2022** |

|  |
| --- |
| **Change Impact** |
| **Tasks/Scope Affected: Reducing the scope** |
| **Cost Evaluation: Na** |
| **Risk Evaluation: Na** |
| **Quality Evaluation: Na** |
| **Additional Resources: Na** |
| **Duration: Duration will be enough for delivery and will reduce about 20 hours from the total project hours.** |
| **Additional Effort: change in SRS, Wireframe, Sequence diagram.** |
| **Impact on Deadline: The Deadline will be on time.** |
| **Alternative and Recommendations: Na** |
| **Comments: Na** |

|  |  |
| --- | --- |
| **Sign Offs** | |
| **[Circle One]: 1. Accepted 2. Deferred 3. Rejected 4. More Info Requested** | |
| **Comments:**  **Na** | |
| **Project Manager Signature: Osama Sayed** | **Date:09/05/2022** |
| **Decision Maker Signature: Amr** | **Date:08/05/2022** |