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| **Change Request Form** | | | | |
| **Related Project Name** |  | **Project ID Number** | <<ProjID>> |
| **Project Sponsor** |  | **Technical Stakeholder** |  |
| **Requested by** |  | **Change Request Number** | <<CRID>> |
| **Date of Request** |  | **Related System** |  |

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| --- | --- | --- |
| ***Title****:* | | |
| **Type of Change** | | **Description of the change requested with rationale** |
|  | Business Change | |  | | --- | |  |   **Background:**  **Scope of Work:** |
|  | Design Modification |
|  | Scope Change or Need |
|  | Error Correction |
|  | Other |
| **Priority** | | **1 *– Critical****:* “I can’t move forward until this change is resolved.”  **2 *– High***: “I’m fine for right now, but unless this change is resolved by the due date, I won’t be able to move forward.”  **3 *– Normal***: “I’m fine for the right now, but this may impact my ability to move forward in the near future.”  **4 *– Low***: “This change is not impacting my ability to move forward.” |
| **Benefits of Proposed Changed** | |  |
| **Time Constrain** | |  |
| **Resources Required for Change** | |  |

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| --- | --- | --- | --- |
| **Authorization** | | | |
|  |  | | |
|  |  | Change Request Approved | |
|  |  | Change Request Rejected | |
|  | Deferred for review at later date | Date: |