**PROJECT CHANGE REQUEST FORM**

This Project Change Request Form must be completed to request approval for a significant business, technical or financial change to the approved requirements in the original Project Plan. Please attach any supporting documentation that will be helpful for the approval process.

Please submit the form to the Steering Committee Chairperson, with a copy to the ISD Project Office.

**1. PROJECT DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Project** | **File references** | | |
|  | ***Marval*** | ***P/Tracker*** | ***Central*** |
|  |  |  |

1. **REQUEST DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Request** | **Request No.** | **Name of Requestor** | **Project Position** |
|  |  |  |  |

1. **CHANGE DETAILS**

|  |  |  |
| --- | --- | --- |
| **Project Category** | **Proposed Change** | **Reason for Variance** |
| ***Scope*** |  |  |
| ***Time*** |  |  |
| ***Cost*** |  |  |
| ***Quality*** |  |  |
| ***Risk Management*** |  |  |
| ***Communications*** |  |  |
| ***Other* (add cat. name)** |  |  |

1. **CHANGE JUSTIFICATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Priority** | ***Immediate*** | ***Essential*** | ***Urgent*** | ***High*** | ***Medium*** | ***Low*** |
|  |  |  |  |  |  |
| **Intended outcome(s)** |  | | | | | |
| **Expected benefit(s)** |  | | | | | |

1. **IMPACT OF CHANGE**

|  |
| --- |
| **List any important impact of the change(s) on the Project deliverables** |

**6. FORM DISTRIBUTION LIST**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position/Department** | **Distribution method** | **Date distributed** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**7. SUPPORTING DOCUMENTATION**

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| --- | --- | --- | --- | --- |
| **CHANGE APPROVAL RESPONSE DETAILS (To be completed by Steering Committee Chairperson (or Management/Project Manager according to project governance)** | | | | |
| **Approved (Yes/No)** | **Decision date** | **Decision made by** | **Decision reason** | **Resulting Action** |
|  |  |  |  |  |