**Change Request Form–** Integrated NPI Build Optimization Framework for Hardware Development

By

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**Name of Project:**

Integrated NPI Build Optimization Framework for Hardware Development

**Change Request Information**

|  |  |
| --- | --- |
| **Field** | **Details** |
| **Change Request ID:** | [Unique ID - e.g., CR-001] |
| **Date of Request:** | [MM/DD/YYYY] |
| **Requested By:** | [Name of Requestor] |
| **Department/Team:** | [Department/Team Name] |
| **Contact Information:** | [Phone/Email] |
| **Change Type:** | Scope / Schedule / Cost / Quality / Risk / Resource / Other |
| **Priority Level:** | High / Medium / Low |

**Change Description**

**Current State:**  
[Brief description of the current project status related to the change.]

**Proposed Change:**  
[Detailed description of the change being requested.]

**Reason for Change:**  
[Justification for why this change is necessary.]

**Impact Analysis**

|  |  |  |
| --- | --- | --- |
| **Impact Area** | **Impact Description** | **Impact Level (High/Med/Low)** |
| **Scope** | [Impact on project deliverables] | [High/Medium/Low] |
| **Schedule** | [Impact on timeline or deadlines] | [High/Medium/Low] |
| **Cost/Budget** | [Impact on project cost] | [High/Medium/Low] |
| **Resources** | [Impact on personnel or materials] | [High/Medium/Low] |
| **Quality** | [Impact on quality standards] | [High/Medium/Low] |
| **Risk** | [New risks introduced by the change] | [High/Medium/Low] |

**Proposed Solution/Action Plan**

[Provide a detailed explanation of how the change will be implemented, including necessary steps and resources.]

**Estimated Cost and Time Impact**

|  |  |  |
| --- | --- | --- |
| **Cost Element** | **Estimated Cost ($)** | **Time Impact (Days/Weeks)** |
| **Labor** | [$ Amount] | [Duration] |
| **Materials/Equipment** | [$ Amount] | [Duration] |
| **Consulting/Contractors** | [$ Amount] | [Duration] |
| **Total Estimated Cost:** | **[$ Total Amount]** | **[Total Time Impact]** |

**Approval Status**

|  |  |  |  |
| --- | --- | --- | --- |
| **Approval Authority** | **Decision** | **Signature** | **Date** |
| **Project Manager** | Approved / Rejected | [Signature] | [Date] |
| **Change Control Board (CCB)** | Approved / Rejected | [Signature] | [Date] |
| **Project Sponsor** | Approved / Rejected | [Signature] | [Date] |

**Implementation Details**

**Implementation Start Date:** [MM/DD/YYYY]  
**Implementation End Date:** [MM/DD/YYYY]  
**Assigned Team/Personnel:** [Name of Team or Individuals Responsible]  
**Monitoring Plan:** [How progress and results will be tracked]

**Comments/Additional Notes**

[Space for any extra comments or notes regarding the change request.]

**Final Status**

|  |  |  |
| --- | --- | --- |
| **Status** | **Date** | **Comments** |
| **Completed/Closed** | [MM/DD/YYYY] | [Details of completion] |
| **Deferred** | [MM/DD/YYYY] | [Reason for deferral] |