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| **09** 项目变更管理表  **Project Change Management** | | | | | | | | | | | | | | | |
| 一、项目基本情况 **I. Project Basic Info** | | | | | | | | | | | | | | | |
| 项目名称 project name： | | | | *T 客户考察公司* | | | | | 项目编号 project code： | | | *T0808* | | | |
| 制作人 prepared by： | | | | *张芳* | | | | | 审核人 reviewed by： | | | *李四* | | | |
| 项目经理 project manager： | | | | *张三* | | | | | 制作日期 data： | | | *2005-7-22* | | | |
| 二、历史变更记录（按时间顺序记录项目以往的每一次变更情况）  **II**、**Previous change record ( to record each previous change circumstance of the project in time sequence)** | | | | | | | | | | | | | | | |
| 序号  Sequence NO. | 变更时间  Change date | | | 涉及项目任务  Task concerned | | 变更要点  Change to | | | | | 变更理由  Why requested | | | 申请人  Requested by | 审批人  Approved by |
| *1* | *2005-7-16* | | | *资源落实* | | *迎接客户的高层领*  *导由王总改为张总* | | | | | *原来安排的高层领导*  *王总临时前往北京* | | | *张三* | *李四* |
| *2* | *2005-7-19* | | | *考察实施* | | *NGN 样板点讲解人*  *员由张鹏改为李民* | | | | | *原来安排的讲解人员*  *由张鹏临时前往上海* | | | *刘峰* | *张三* |
| *3* | *2005-7-19* | | | *考察实施* | | *高层座谈的领导由*  *王总改为张总* | | | | | *原来安排的高层领导*  *王总仍在北京未返* | | | *张三* | *李四* |
| *4* |  | | |  | |  | | | | |  | | |  |  |
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| 三、请求变更信息（建议的变更描述以及参考资料）  **III**、**Requested change ( to describe the raised change and reference )** | | | | | | | | | | | | | | | |
| 1. 申请变更的内容 1. project item requested for change | | | | | | | | | | | | | | | |
| *客户由原计划从深圳乘车直接前往香港机场改为在香港停留一天* | | | | | | | | | | | | | | | |
| 2. 申请变更原因 the reason of change request | | | | | | | | | | | | | | | |
| *客户希望在香港游玩购物* | | | | | | | | | | | | | | | |
| 四、影响分析 **IV**、**Outcome of impacts analysis** | | | | | | | | | | | | | | | |
| 受影响的基准计划  Original plan affected | | | *1、进度计划,2、费用计划3、资源计划* | | | | | | | | | | | | |
| 是否需要成本/进度影响分析？  Cost/schedule impact analysis needed? | | | | | | | □ 是 YES | | | | | | □ 否 NO | | |
| 对成本的影响 impact on cost： | | | | | *客户在香港停留一天，将引起交通费￥12000，餐费￥28000，住宿费￥10000，共计￥50000* | | | | | | | | | | |
| 对进度的影响 impact on schedule： | | | | | *客户在香港停留一天，将引起项目延迟一天完成* | | | | | | | | | | |
| 对资源的影响 impact on resource： | | | | | *客户在香港停留一天，需要香港接待分部派一名接待人员陪同* | | | | | | | | | | |
| 变更程度分类 level of change： | | | | | □ 高 high  □ | | | | | □ 中 **medium**  □ | | | | □ 低 low  □ | |
| 若不进行变更有何影响  What is the consequence if no change is  taken? | | | | | *不变更影响较大，变更对项目的影响在可接受范围内，建议同意客户变更要求* | | | | | | | | | | |
| 申请人签字 | | *王五* | | | 申请日期 | | | *2005 年 7 月 22 日* | | | | | | | |

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| 五、审批结果 **V**、**Signature of change approver** | | | | | |
| 审批意见 | *同意陪同客户在香港停留一天，并由我司负责相应*  *的后勤安排和费用。* | 审批人签字 | *李四* | 日期 | *2005-7-22* |