

Appendix A: Change Request Form

Change Description		
Project Name:	Change Name:	Number:
Requested By:	Contact:	Date:
Description of Change:		
Reason for Change:		
Priority [Check One]: 1. High 2. Medium 3. Low		
Impact on Deliverables:		
Impact of Not Responding to Change (and Reason Why):		
Approval of Request:		

Change Impact
Tasks/Scope Affected:
Cost Evaluation:
Risk Evaluation:
Quality Evaluation:
Additional Resources:
Duration:
Additional Effort:
Impact on Deadline:
Alternative and Recommendations:
Comments:

Appendix B: Request for Proposal

RFP:	Proposal Due Date:	Company Name:
Project Overview:		
Project Goals:		
Scope of Work:		
Current Roadblocks and Barriers to Success:		
Evaluation Metrics and Criteria:		
Submission Requirements:		
Project Due Date:	Budget Amount:	
Contact:	Email:	Phone number:

Appendix C: Cost Change Request

Project Name:		
Prepared by:		
Date:		
Person(s) Requesting Change:		
Change Number:		
Detailed Description of Cost Change Requested:		
Reason for Cost Change Requested:		
Overall Effect on Project Cost:		
• Projected Cost Overrun of approximately:		
• Estimated Cost Reduction of approximately:		
Effect on Schedule:		
• Planned Project Completion Date:		
• New Project Completion Date:		
Effect on Scope:		
Additional Remarks:		
Approval	Project Manager	Date
Approval	(Other)	Date

Appendix D: Work Package