**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**