

Change Control Sheet

Project Title	Project Number
Project Manager	

CHANGE REQUEST		
Originator Phone:	Date of request	Change request no. <i>allocated by Change Controller</i>
Items to be changed		Reference(s)
Description of change (reasons for change, benefits, date required)		
Estimated cost, and time to implement (quotation attached? Yes No)		
Priority / Constraints (impact on other deliverables, implications of not proceeding, risks)		

CHANGE EVALUATION			
What is affected		Work required (resources, costs, dates)	
Related change requests			
Name of evaluator		Date evaluated	Signature
CHANGE APPROVAL			
Accepted	Rejected	Deferred	Name
			Signed
Date			
Comments			

CHANGE IMPLEMENTATION			
Asset	Implementer	Date completed	Signature

Change Control Log

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