| **Stage/Report** | **Change Request** | **Project ID No.** |  |
| --- | --- | --- | --- |
| **Project Title** | **[Title of Project]** | | |
| **Version** |  | | |
| **Sponsor** |  | | |
| **Project Manager** |  | | |
| **Request Type** | Off-Specification / Enquiry / Request for Change | | |

# Description of proposed change

*[Include details of the source of the request/issue / who has raised it]*

# Impact analysis

*[What would have to change to accommodate this?]*

*[What would be the impact on project team, business, users, supplier, other stakeholders and other (give and get) dependent projects?].*

*[What would be the impact on current time, cost and quality constraints for the project?]*

*[What would be the impact on the benefits of the project? How would it impact the overall Business Case?]*

*[What products / deliverables of the project would be impacted?]*

*[What is the technical impact?]*

# Recommendation and priority assessment

*[What is the recommendation of the project team / project manager / project sponsor / project board].*

*[What is the priority / urgency for this change?]*

# 4 Decision

*[Record the details of the decision made and keep on file. Include the name of the approver / approval board and the date of the decision].*

*[Ensure that the decision is taken at the appropriate level, with engagement from all appropriate stakeholders. It may need escalation beyond the project board.]*