

**CHANGE REQUEST DOCUMENT**

***[Project’s name]***



**REVISIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Version | Author | Description |
| [dd/mm/yy] | [version] | [Name] | [Description update document] |
|  |  |  |  |

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| --- | --- | --- | --- |
| Project Name |  | **Change Number** |  |
| **Requested By** |  | **Date of Request** |  |
| Presented To |  |  |  |

|  |  |
| --- | --- |
| Change Name |  |

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| --- |
| Description of Change: |
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| Reason for Change: |
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| Effect on Deliverables (including a list of any affected deliverables): |
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| Effect on Organization: |
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| --- |
| Effect on Schedule (including Estimated Completion Date for this change): |
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| --- | --- | --- | --- | --- |
| Effect on Project Cost: | | | | |
| Item Description | Hours | | Dollars | |
|  | Reduction | Increase | Reduction | Increase |
| Analysis |  | 0 |  | $ 0.00 |
| Development (Code and Unit Test) |  | 0 |  | $ 0.00 |
|  |  |  |  |  |
| Total Net Change in Cost: |  | | $ 0.00 | |

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| Effect of NOT Approving this Change: |
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| Reason for Rejection (if applicable): |
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| --- | --- | --- | --- | --- |
| Functional Project Manager | | | | |
| **Approved** | **Signature:** |  | | |
| **Rejected** | **Title:** |  | **Date:** |  |

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| USF IT | | | | |
| **Approved** | **Signature:** |  | | |
| **Rejected** | **Title:** |  | **Date:** |  |