**Instructions:** This form must be completed for any requested change to any baselined and approved project element, including scope, schedule, budget, risk budget, or project deliverables, no matter how minor, and submitted through the Project Manager for proper consideration of all the impacts and communications with all affected parties.

| **Change Request** | |
| --- | --- |
| **Project:** |  |
| **Requester:** |  |
| **Date Of Request:** |  |
| **Requested Change** | |
| Change: |  |
| Reason / Benefit: |  |
| **Known Impacts** | |
| Deliverables: |  |
| Requirements: |  |
| Contracts: |  |
| Schedule: |  |
| Cost: |  |
| Risks: |  |
| Other: |  |
| **Alternatives & Options** | |
| Alternatives: |  |
| Options: |  |
| **Sign Off** | |
| Requester: |  |
| Date: |  |

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For more information, refer to the *Deeply Practical Project Management* (DPPM)

reference book [Amazon.com/dp/1548650463/](https://www.amazon.com/dp/1548650463/) or online course at [DeeplyPracticalPM.com](http://DeeplyPracticalPM.com/)

In particular see the chapter “Monitoring & Control”.