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| ***Project Name [Change Request NN]*** | |
| **Date:** | *Insert date when change is requested* |
| **Change No:** | *Insert the number of the change request. I.e. If this is the first change requested for this project, number can be “01”. Put number also in the title box.* |
| **Description**: | *Describe what the change is about.* |
| **Reason**: | *Describe the reason for the requested change and how will it help the project.* |
| **Scope** **Impact**: | *Describe the impact of the change on Scope (if any)* |
| **Timelines Impact:** | *Describe the impact of the change on Time and Project Plan (if any)* |
| **Budget Impact:** | *Describe the impact of the change on Budget (if any)* |
| **Other Impact:** | *Describe any other impact of the change on the project (Resources, Quality, Communication, etc.)* |
| Change Requested By: | *Insert Name and Role of the person suggesting the change.* |
| Approver: | *Name and Approval confirmation (e.g. Project Sponsor Name and date of approval)* |