# Change Request

Person Requesting Change: Change No.:

Category of Change

|  |  |  |  |
| --- | --- | --- | --- |
| [ ] Scope | [ ] Quality | [ ] Schedule | [ ] Requirements |
| [ ] Increase  [ ] Decrease  [ ] Modify | [ ] Increase  [ ] Decrease  [ ] Modify | [ ] Increase  [ ] Decrease  [ ] Modify | [ ] Increase  [ ] Decrease  [ ] Modify |

## Detailed Description of Proposed Change

*<Describe in detail the change you wish to make. Is it adding a new piece of functionality? Are you changing a previously decided feature? Are you removing functionality to make up for this? How is this going to affect the overall timeline of the project?>*

## Justification for Proposed Change

*<Why does this change need to be done? Remember, not all change requests are approved, so this should be a time to explain why this is a necessary change in the first place. Did the group decide on this? Was it a change from a sponsor/client??*

## Documentation Impact

*<What documents will you need to create or update for this change? Think of scope statements, alpha narrative documents, etc.>*

## Risk Assessment

*<What risks does this change entail. Will it add to your project timeline? Will it add additional complexity to other tasks? Will it reduce the overall quality planned for your project?>*

## Additional Comments *<optional section>*

*<Include any additional information or comments that might be relevant to this change request>*

**Sign Off**

*<Team Member Requesting Change>*

*<Sponsor>* *<Sponsor>*