Column	Instructions For Completing This Document
	Complete the Project Name, NC, Project Manager Name, and Project Description fields
	For each change request identified, complete the following:
A	**ID:** A unique ID number used to identify the change request in the change management tracking log.
B	**Requirement ID:** This column should contain the ID of the requirement that is under review. If this is to add rather then change an exisiting requirement the proposed ID should be added into this column
C	**Current status:** This column contains the change request's current status. Open: the change request has been submitted but has not yet been addressed. Work in progress: Currently working on a solution. Closed: The change request has been accepted
D	**Priority: High: A requirement change that needs to be dealt with immediately, it possibly requires reworking previous code. Medium: A requirement change that needs attention, Low: A requirements change that does not need immediate attention**
E	**Change Request Description: This column explains what change is being requested and why.**
F	**Owner: The owner is responsible for ensuring that the new change is implemented and that the team is aware that the requirements have changed.**
G	**Actions steps: What changes are we going to make to accommodate for this change of requirements i.e change the plan**
H	**Impact summary: This should outline the expected impacts on the rest of the project.**
I	**Date identified: The date the change request was added to the log**
J	**Entered by: Who suggested the requirements change**
K	**Actual resolution date: The date where the requirement is closed**
L	**Final Resolution & Rationale: Explanation of whether the requirement was changed and why as well as what action is being taken to accommodate that change**
M	**Entered By:** This column should be populated with the name of the individual who first identified the change request.

Column	Instructions for Changing the Contents of Drop-Down Menus
C, D	Highlight the cell where you wish to change the content of the drop down menu. From the file menu click "Data" -> "Validation" and change the content of the source field.

Column	Instructions For Filtering Data
Any	Highlight the header of the cell you wish to filter data on. From the file menu click "Date" -> "Filter" ->"Auto Filter". Then select your filter criteria from the drop down menu that appears on your header cell.

CHANGE MANAGEMENT LOG

Project Name: Mozzarella Bytes

Project Name:

ID	Requirement ID	Current Status	Priority	Change Request Description	Assigned To Owner	Action Steps	Impact Summary	Date Identified	Entered By	Actual Resolution Date	Final Resolution & Rationale

Centres for Disease Control and Prevention "Change Management Log" Accessed: 11.10.19
[Online] Available at: https://www2a.cdc.gov/cdcup/library/templates/CDC_UP_Change_Management_Log_Template.xls