# **Change Request Form**

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| **Project:** | Open Data Joint Initiative |
| **Sponsor:** | Kerry Gooden-City CIO & Greg Marrow-County CIO |
| **Project Manager:** | Anthony Pergolotti-City & Ivan Silis-County |
| **Project Phase:** | Execution/Communications |
| **Prepare By:** | Ivan Silis-County |
| **Date:** | 3/26/2015 |

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| **Executive Summary** | | | |
| **Project Change Request #** | *PCR-02* | | |
| **Raised By:** | *Les Hamashima-County, Jason Hare-OD Consultant & Beverly Thompson-City* | | |
| **Reason for Change:** | *Help communications team with workload for the unforeseen number of increasing events for the project.* | | |
| **Cost Impact:** | *$10,000* | | |
| **Priority:** | *High* | **Date Raised** | *01/2015* |
| ***Change Request Details:*** | | | |
| *Les, Jason and Beverly requested a communications contractor to help them with the increasing need for communications plan, social media participation and events planning/participation. Please referred to the Communications Plan SOW attached.* | | | |
| ***Change Request Analysis:*** | | | |
| ***Solution considered/selected:***  *PM’s, contractor and communications team strongly agreed and highly recommend the CIO’s to accept and approve this Change Request.* | | | |

*(It is critical that this document be reviewed and approved by the Project Sponsor/s! And, typically, their signature is on a hard-copy of this document and kept by the project manager/s in the overall file.)*

We agree that this is a viable solution. We authorize and agree to above change request.

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| **Project Sponsor City:** | **Project Manager City:** |
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| **Project Sponsor County:** | **Project Manager County:** |
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| **Open Data Consultant:** |  |
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