**Change Request**

**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.

| Project: |  |
| --- | --- |
| Requester: |  |
| Date Of Request: |  |

|  |  |
| --- | --- |
| Requested Change: |  |
| Reason / Benefit: |  |

|  |  |
| --- | --- |
| Known Deliverables Impacted: |  |
| Known Requirements Impacted: |  |
| Known Contracts Impacted: |  |
| Known Schedule Impacts: |  |
| Known Cost Impacts: |  |

|  |  |
| --- | --- |
| Other Comments: |  |

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