

**Change Log Template**

In order to ensure that changes are managed correctly--and that the impact of those changes is fully assessed--it is important to maintain an accurate tracking log. This template provides a simple way of tracking each of the steps required to fully process a change into a project.

| **ID** | **Description** | **Requestor** | **Analysis Complete** | **Recommendation** | **Change Board Decision** | **Plans Updated** | **Requestor Advised** | **PM Signoff** |
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**Guidelines**

* **ID:** A simple identifier for the change to aid in identification.
* **Description:** A brief description of the risk based on the change request form. This does not need to be a detailed write up; it is just intended to provide a prompt for readers on the nature of the requested change.
* **Requestor:** The name of the individual who submitted the change request. This should always be a person rather than a group, and is the person who will be advised of the decision of the change board regarding their request.
* **Analysis Complete:** The date that the project team completed the initial analysis of the request in order to determine the recommendation that they would make. This should not be completed with an expected completion date, only once the analysis is complete.
* **Recommendation:** The recommendation as to whether the risk should be approved, rejected or deferred. There is no need for detailed reasoning here as this is simply a log; the analysis and justification will be in the relevant sections of the change template.
* **Change Board Decision:** The decision of the change board/change control committee to approve, reject or defer the request.
* **Plans Updated:** The date that the project team completed all changes to the project to reflect the decision of the change control board. Most typically, changes will be needed if the change request is approved, but there may be scenarios where changes are required with another outcome. This should not be completed with an expected completion date, only once the changes are complete.
* **Requestor Advised:** The date that the requestor was advised of the decision and the impact on the project. This field is placed after the “Plans Updated” field to allow for the communication of impacts, but if the change is significant the project manager will want to advise the requestor of the decision first and then provide more information once the plan updates have been completed. This should only be completed once all changes are complete; it should not contain an expected completion date.
* **PM Signoff:** The date that the project manager confirms that the change has been fully integrated into the project (if approved), that all impacts have been recorded and that the requestor has been informed. Only when this date is populated can the change be considered complete, and it therefore follows that this field should not be completed with an anticipated signoff date.