A blue and white logo

Description automatically generated **Change Request – Sample**

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| **Project Name\*** | *Profit per Field* | | |
| **Project Manager\*** | *Mandie Lyons/Kent Nichols* |
| **Requested by\*** | *Mandie Lyons/Chelsea Busch* |
| **Submitted by** | *Mandie Lyons* | **Date Requested\*** | *5/24/2021* |
| **Evaluated by** | *Mandie Lyons* | **Date Evaluated** | *5/24/2021* |
| **Decided by** |  | **Date Decided** |  |

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| **Change Request Details** *(Provided by the requestor)* | |
| **Description\*** | *When new items are integrated from Agvantage, the inventory team does not have any way to know that a new item needs to be set up.* |
| **Justification\*** | *We need the inventory team to be aware that new item set up is needed.* |
| **Cause** | *Root cause of this change is that this spec was missed by the team.* |
| **Priority** | *High* |

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| **Evaluation** *(Provided by the evaluation team) Include as appropriate:* | |
| **Scope** | *Email to inventory alerting that new item needs to be set up* |
| **Schedule** | *The impact of the change is on the critical path and can be completed within a few days of returning the signed SOW.* |
| **Cost** | *$3000 – We have $4707 left in the project budget.* |
| **Quality** | *The quality of the integration from Agvantage will suffer without this work. Additionally, we will not be able to take full advantage of the B2B connections in Agvantage without this piece.* |
| **Risk** | *Little risk is associated with this low cost, high value bid.* |
| **Project management** | *No impact to the current project management structure.* |
| **Evaluator’s priority** | *High* |
| **Alternatives and recommendation** | *There are no compelling alternatives to describe.* |

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| **Implementation Options** *(Provided by the project manager)* |
| *Kent and I respectfully ask for approval of Addendum 1 (Quote 150259NA) and allocation of contingency dollars forthwith.* |

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| **Decision/Rationale***: (Sponsor and/or customer)* |
| * Approved * Denied * Place on Hold   *Describe the rationale for the decision and who was involved.* |

**Change Request Decision Signatures**

**Project Manager**

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(Signature) (Date)

Name

Position

Organization

**Decision Maker**

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(Signature) (Date)

Name

Position: Project Sponsor

Organization

**Decision Maker**

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(Signature) (Date)

Name

Position: Project Sponsor

Organization

**Decision Maker**

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(Signature) (Date)

Name

Position: Project Sponsor

Organization

**Fields required to submit the change request are indicated by the \*.**