Program Change Request Form

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Description: PMO/PMBOK-compliant change request form for program-level changes.

Certainly! Below is a comprehensive, PMO/PMBOK-compliant **Program Change Request Form** template. This version is enhanced with prompts and guidance to ensure all critical information is synthesized from program documents, cross-project dependencies, and organizational context. It is suitable for use by program managers, PMO staff, and steering committees when evaluating program-level changes that may impact objectives, value delivery, or dependencies.

Program Change Request Form

Program Name: [Insert Program Name]
Program Manager: [Program Manager Name]
Request Date: [YYYY-MM-DD]

1. Change Request Details

- **Change Request ID:** [System-generated or assigned]
- **Submitted By:** [Name, Role, Organization/Department]
- **Affected Projects:** [List all projects and sub-programs directly or indirectly impacted]
- **Change Type:** [ ] Scope [ ] Schedule [ ] Budget [ ] Resource [ ] Quality [ ] Risk [ ] Other (specify)

- **Priority:** [High / Medium / Low]
- **Requested Change Description:**
  - *Describe the nature of the change. Include details such as deliverables, requirements, processes, contracts, or governance impacted. Be specific.*
- **Reason for Change:**
  - *Explain the driver for this change (e.g., regulatory, business need, risk mitigation, opportunity, sponsor directive, lessons learned). Reference supporting documentation as needed.*
- **Date Required:** [YYYY-MM-DD]
- **Initiating Document Reference:**
  - *Reference relevant program charters, project plans, contracts, or external documents prompting this change.*

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2. Impact Assessment

- **Impact on Program Objectives:**
  - *Detail how the change will affect strategic alignment, business case, value realization, KPIs, or intended benefits.*
- **Impact on Projects/Sub-Programs:**
  - *List each affected project/sub-program, describing for each: scope changes, rework, deliverable shifts, new dependencies, or termination risk.*
- **Impact on Schedule:**
  - *Describe changes to key milestones, critical paths, or overall program timeline. Attach updated milestone chart if necessary.*
- **Impact on Budget:**
  - *Summarize anticipated increases/decreases, funding sources, impact on contingency, and potential cost savings or overruns. Attach financial analysis if available.*
- **Impact on Resources:**
  - *Detail required resource reallocations, new roles/skills needed, training implications, or contractor/vendor impacts.*
- **Impact on Risks & Issues:**
  - *Identify new or modified risks/issues. Reference risk register entries to be updated/created. Assess risk severity and mitigation plans.*
- **Impact on Dependencies:**
  - *Analyze cross-project and organizational dependencies, including upstream/downstream impacts, handoff changes, and integration points.*
- **Stakeholder Impact:**
  - *Identify affected stakeholder groups. Describe expected reaction, required engagement, and planned communications.*

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3. Change Evaluation & Recommendation

- **Evaluation by Program Manager:**
  - *Summarize analysis: business case impact, feasibility, alignment to strategy, and recommendation (approve/reject/modify/defer).*
- **Evaluation by PMO/Steering Committee:**
  - *Provide committee or PMO review, comments, and final recommendation. Attach meeting minutes or review documentation if applicable.*
- **Alternatives Considered:**
  - *List alternative options considered, including "do nothing," and rationale for acceptance or rejection.*
- **Decision Criteria:**
  - *List evaluation criteria used, such as strategic alignment, cost-benefit, risk exposure, resource availability, or regulatory compliance.*

4. Approval & Authorization

Role	Name	Signature	Date
Program Manager	[Name]		
PMO Director	[Name]		
Steering Committee	[Name(s)]		
Business Sponsor	[Name]		
Additional Approvers	[Name/Role]		

5. Implementation Plan

- **Implementation Owner:** [Name, Role]
- **Implementation Steps:**
  - *List key steps, responsible parties, major deliverables, and required approvals. Attach or reference updated program/project plans.*
- **Timeline:** [Start Date] – [End Date]
- **Transition & Handover:**
  - *Describe any transition, handover, or acceptance criteria.*
- **Monitoring & Reporting:**

- Define how progress, risks, and benefits will be tracked, measured, and reported. Specify frequency and responsible parties.
- **Change Communication Plan:**
  - Outline communication approach for stakeholders, sponsors, and impacted teams.

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6. Change Log

Change Request ID	Date	Description of Change	Status	Comments/Notes
[ID]	[YYYY-MM-DD]	[Description]	[Open/Closed/Implemented]	[Notes]

Instructions:

- Complete all relevant sections and attach supporting documents (updated project charters, schedules, risk registers, financials, etc.).
- Submit to the PMO for initial review.
- Ensure all cross-project and organizational dependencies are considered and discussed.
- PMO will facilitate review and final approval by Steering Committee and Sponsors as required.

This Program Change Request Form is compliant with PMBOK and organizational PMO standards, enabling transparent and auditable management of program-level changes with cross-project and value delivery impacts.