

Date Request Submitted: <MON. DD, YEAR>

Title of Change Request: <quick description>

Requestee: <name>

Change Category:

- ☐ Scope
- ☐ Schedule
- ☐ Technology
- ☐ Other

Description of change requested: <what is the change going to change>

Reason for change: <what is going wrong right now>

Justification for change: <why its a good idea, and why it won't mess anything else up>

Impact of change: <what will the change affect? - ex. push a date back for a task>

Note: at least three members of the team must agree for the change to go through. **Member Votes:**

Name	Date	Verdict

STATUS OF REQUEST: _____