**Instructor Note:** For your Project Plan these templates are meant to be intentionally left blank to be used as an example of what your Project team would use to control change. Recommendation: Look at this form and see the types of questions and controls that should appear in your Change Management Plan – What is the category of change, analysis of the impact of change, who is the Approver of the change – you Policy there should be reflected in the form here

Change Request Form

**Date Request Submitted:**

**Title of Change Request**

**Submitted by**: (name and contact information)

# Change Category: ❑Scope ❑Schedule ❑Cost ❑Technology ❑Other

**Description of change requested:**

**Events that made this change necessary or desirable:**

**Justification for the change/why it is needed/desired to continue/complete the project:**

**Impact of the proposed change on:**

**Scope:**

**Schedule:**

**Cost:**

**Staffing:**

**Risk:**

**Other:**

**Suggested implementation if the change request is approved:**

**Required approvals:**

|  |  |  |
| --- | --- | --- |
| **Name/Title** | **Date** | **Approve/Reject** |
|  |  |  |
|  |  |  |
|  |  |  |