**TASK 1.5: UPDATE CHANGE REQUEST FORM**

**Change Request** **Form, or *Change Form***, records a request for change to meet a team's objectives. For instance, a Project Manager may utilize a Change Form to request a change within the scope of a project. The advantage of using a Change Form is to document each change in the project before it is approved by the Project Manager. Anyone in a project team should be required to fill a Change Form with the Project Manager being ultimately responsible for its approval. Without proper change control, teams usually encounter error codes, cost overruns and relative delays. However, with implementation of this Change Request Form, the Project Manager can monitor and control change, substantially improving the chances of success of the project.

The Change Request Form will help the team to:

* Identify all changes before they occur
* Rank the change urgency
* List the costs and benefits of adopting the change
* Implement a formal change approval process
* Control the extent to which changes are approved
* Monitor the effects of change implemented

If anyone among the team members want to request a change to any component of the project, then one should document this request for change on a Change Request Form. On this form, the team member will provide all the details requested by the form with appropriate reasons. Any supporting documents are attached to the Change Form, before presentation to management for approval. By using this Change Request Form to document change requests, the Project Manager can control all the changes in the organization which helps minimize error and cost, maximize profit and manage changes on this project in a timely manner.

Change Request Form

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| **SUBMITTER - GENERAL INFORMATION** | | | | | |
| **Project Name:** |  | | | | |
| **Date Request Submitted:** |  | | | | |
| **Title of Change Request:** |  | | | | |
| **Change Order Number:** |  | | | | |
| **Submitted by:** | **(name and contact information)** | | | | |
| **Priority** | **Scope** | **Scheduled** | **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:** |  | | | | |

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| --- | --- | --- | --- |
| **CHANGE CONTROL BOARD – DECISION** | | | |
| **Name** | **Position** | **Date** | **Approve/Reject** |
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