



# **Change Request Register**

**CONTROL CHANGE REQUESTS IN YOUR PROJECT**

## **What is a change request register ?**

It is a request for modification or adjustment that was not expected in the project plan.

Managing change requests is one of the fundamental tasks of the project manager. The register is therefore an interesting tool for monitoring and managing these requests.

## **When to use it?**

### **EXECUTION PHASE**

The change request register is used in the execution and control phases of the project.

Each time a request is issued, it is documented in the change request register, regardless of the decision taken (accepted, refused or pending).

## Comment l'utiliser?

Here are the main steps to use the template:

- Start by describing the request for change made, and justify this request
- Describe the expected benefit
- Prioritize and define its impact on the project
- Follow up regularly by updating the processing status.
- The Excel file is provided with a detailed user guide that will help you to do two things:
  - Use the file properly
  - Customize the file by modifying its settings

## Document structure

- |                               |                         |
|-------------------------------|-------------------------|
| • Description of the change   | • The expected benefits |
| • The requester               | • Impact                |
| • The reasons for the request | • Priority              |
|                               | • The status            |

**Let's get started..**

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