**Change Request Form Template**

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| **1. Change Overview** | | | | | | |
| Change Request ID | | | **CR-1** | | | |
| Date Submitted | | | **[Your name or team name]** | | | |
| Submitted By | | | **[Summarize the current issue]** | | | |
| Title of Change | | | **[Short descriptive title]** | | | |
| **2. Description of Change** | | | | | | |
| Briefly describe the change and reason | | | | | | |
| **3. Impact Summary** | | | | | | |
| **Impact Area** | **Description** | | | | | |
| **Scope** | What new work is required? Is this in or out of scope? | | | | | |
| **Schedule** | Estimated time impact (days/weeks); tasks affected | | | | | |
| **Cost** | Estimated cost increase or decrease | | | | | |
| **Risk/Compliance** | Any new risks or compliance issues introduced | | | | | |
| **4. Proposed Action** | | | | | | | |
| **Options Considered** | | | | | | | |
| Summary of choices evaluated | | | | | | | |
| **Recommended Option** | | | | | | | |
| Which path forward is recommended and why? | | | | | | | |
| **5. Required Updates – Check all that apply** | | | | | | | |
| **Gantt Chart / Project Schedule** | | | | | ☐ | | |
| **Cost Baseline** | | | | | ☐ | | |
| **Risk Register** | | | | | ☐ | | |
| **Scope Statement** | | | | | ☐ | | |
| **6. Approval** | | | | | | | |
| **Name** | | | **Role** | | | **Signature** | **Date** |
|  | | | **Project Manager** | | |  |  |
|  | | | **General Manager** | | |  |  |