

This document is Change Request Assessor.
It is part of the supporting resources for Assessment Task 3 of BSBPMG530.

Project change request form

This form is to be completed upon a request for a change to a project.
The change must be approved by both the client and the Project Manager.

Client name:

Project title:

Requested by:

Reference/client id:

Contact number:

Date:

Description of change

Priority level: High Medium Low (please tick)

What are the affected phases and work activities?

Will there be a change in the budget?

Will there be a change in the timeline?

Reference any components of the project that will be affected:

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State the business value of the change:

What actions are required for the change?

Status

Pending approval Initial approval Final approval Rejected (please tick)

Actions

Update changes recorded in project management file Signed by:

Changes updated in the WBS Signed by:

Changes made to the budget Signed by:

Update changes to the project timeline Signed by:

Updates made to the project definition Signed by:

Approved by:

Full name

Signature

Date

The request for change form should be kept in the project management file (even if it has been rejected)