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PROJECT CHANGE REQUEST FORM

Project Name:	
Prepared by:	
Date (MM/DD/YYYY):	
Control No. (from CR Log):	

Create links to referenced documents (e.g., [Link_To_...](#)) by using *Insert Hyperlink* on your toolbar. Refer to the *Change Management Plan* for instructions on how to use this document.

1. Requestor Information							
<i>Fill in with appropriate information or place an "X" next to those that apply:</i>							
Area of Change:							
Scope	[]			Schedule		[]	
Budget	[]			Quality		[]	
Is this Change the result of a Risk Management Action?							
No	[]	Yes		[]	Risk ID:		

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Proposed Change Description and References:								<i>Provide information below concerning the requested change. Create links to any supporting documentation.</i>
Description:								
Justification:								
Hyperlinks:	Link_To_Supporting_Document1 Link_To_Supporting_Document2							
Impact of <u>Not</u> Implementing Proposed Change:								
Alternatives:								

2. Initial Review Results of the Change Request				
Initial Review Date: (MM/DD/YYYY)			Assigned to:	
<i>Action</i>			<i>Comments</i>	
Approve for Impact Analysis		[]		
Reject		[]		
Defer Until (MM/DD/YYYY)		[]		
Express Approval		[]		

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3. Initial Impact Analysis				
Baselines Affected:				
Configuration Items Affected (e.g. product specifications):				
Cost / Schedule Impact Analysis Required? <i>(check one)</i>		Yes []	No []	
Impact on Cost:				
Impact on Schedule:				
Impact on Resources:				
Risk associated with implementing the change:				
Risk associated with not implementing the change:				
Final Review Results:				
Review Date: <i>(MM/DD/YYYY)</i>				
Priority: <i>(check one)</i>	High []	M e d i u m []		Low []

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4. Impact Analysis Results			
Specific Requirements Definition:			
Additional Resource Requirements (insert rows as needed):		<i>Work Days</i>	<i>Cost</i>
<i>Totals</i>			
Impact of Not Implementing the Change:			
Alternatives to the Proposed Change:			

5. Final Recommendation

6. Project Change Request Form / Signatures			
Project Name:			
Project Manager:			
<i>I have reviewed the information contained in this Project Change Request Form and</i>			

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<i>agree:</i>				
Name		Title	Signature	Date (MM/DD/YYYY)

The signatures above indicate an understanding of the purpose and content of this document by those signing it. By signing this document, they agree to this as the formal Project Change Request Form.