**Change Request <Template>**

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| Part I – General Information |
| Project Name | Project Manager | Project Sponsor |  |
|  |  |  |  |
| Change Number | Change Number | Short Description | Requestor |
|  |  |  |  |
| Priority | Risk | Category |
|  |  |  🞏 Scope |  🞏 Schedule |  🞏 Cost |
|  🞏 Requirements |  🞏 Quality |  🞏 External |

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| **Detailed Description of the Change Request** |
|  |
| **Proposed Solution / Recommendations** |
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| **Impact / Justification of Proposed Change** |
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| Part II – Change Request Results |
| Overall State | 🞏 Approve 🞏 Defer 🞏 Reject |
| Disposition Comments |
|  |

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| Part III – Change Control Board Signatures |
| Name | Role | Disposition | Date | Signature |
|  | Project Manager |  |  |  |
|  | Sponsor |  |  |  |
|  |  |  |  |  |
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