**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 |

|  |
| --- |
| **Detailed Description of the Change Request** |
|  |
| **Proposed Solution / Recommendations** |
|  |
| **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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