

**Change Request Form Template**

Change Request Form			
Change #			
Customer			
Project:			
Change Requestor			
Date submitted			
Date by which change request needs to be approved			
Date by which change needs to take place			
System Affected			
Change Type	Scope change/ Technology change/ Other		
Impact	Project Activities:		Cost (USD)/Effort (Hours)
Short Description			
Justification			
Impact of not implementing proposed change			
Alternatives to the proposed change			
Detailed Description	or Reference Supporting Documents		
Assessed By		Date:	
Assessment Notes	or Reference Supporting Documents		
Initial impact Analysis	Additional Work days: Additional Cost: (of which Rework cost is_____)		
Resolution Notes	or Reference Supporting Documents		
Final recommendation	Assessment & Resolution Accepted/Change Not Accepted/Change Deferred		
Customer Closeout signature		Date:	

Project Manager Closeout signature		Date:	
Senior Manager signature		Date	