| Project Change Request Form |
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| Form Purpose: Complete this form if you would like to request a change to a project. Changes are subject to a management-review process, in which estimated effort, costs, and schedules are examined, and decisions are made to approve or not approve the requested changes. For more information on the change management process, please see the change management plan. |
| **Change #** :  | **Date**:  |
| **Requested by:**   | **Project Manager:**  |
| **Description of Change Request:**  |
| **Reason for Change (please include benefits of implementing the change as well as impact of not implementing the change):** |
|  |  |
| **Evaluation Section (to be completed by Project Manager):** |
| **Identify impact analysis to the project (i.e. time/budget changes)** | **Estimate of effort (hrs) :** |
| **Identify alternate solutions:** |
| **Description of risks (please include risks of implementing the change as well as risks of not implementing the change):** |
| **Recommendation:**  |
| **Evaluated by:**   | **Date:**  |
|  |  |
| **Decision / Approval:** |
| **Approve and Integrate into Project** \_\_ | **Postpone** ­\_\_ **Reconsider on:** \_\_\_\_\_\_\_\_\_\_ | **Reject**  \_\_ |
|  |  |  |
| **Decision / Approval Signatures:** |
| **Change Control Board:** |
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