

Project Change Request Form

Record one proposed project change, its expected effects, and the decision. Edit the blank fields in Word or print and complete by hand.

Change Request ID _____	Project Name _____
Requester _____	Date Submitted _____
Change Title _____	Priority _____

Requested Change

Describe what would change.

Reason and Business Justification

Impact Review

Scope Impact

Schedule Impact

Cost or Budget Impact

Impact Review Continued

Resource Impact

Quality Impact

Risk Impact

Proposed Action and Alternatives

Decision

☐ Approved ☐ Rejected ☐ Deferred ☐ More information required

Approver _____	Decision Date _____
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Decision Comments

This general project form does not replace contract, legal, or regulatory review.