Complete this page with your project and change request information.

|  |
| --- |
| Project Information |
| **Project Name:**  |
| **Project Number (if applicable):** | **Contract Number:** |
| **Project Manager:** | **Project Manager Phone:** |
| Section 1: Change Request |
| **Requested by:** | **Requestor’s Phone:** |
| **Requestor’s email:** |
| **Date of Request:** | **Change Request Number:** |
| **Item to be Changed:** |
| **Description of Change:** |
| **Estimated Cost & Time:** |
| **Priority:** | [ ]  High | [ ]  Medium | [ ]  Low |  |
| Section 2: Change Evaluation |
| **Evaluated by:** |
| **Describe impact/work required:** |
| **Change type:** | [ ] Scope | [ ] Time | [ ] Cost | [ ] Quality |
| [ ] Resources | [ ] Deliverables | [ ] Product | [ ] Processes |
| [ ] <*insert>* | [ ] <*insert>* | [ ] *<insert>* | [ ] *<insert>* |
| Section 3: Change Tracking |
| **Status:** | [ ] Open | [ ] In Progress | [ ] In Review | [ ] Testing |
| [ ] Closed | [ ] *<insert>* | [ ] *<insert>* | [ ] *<insert>* |
| **Comments:** |
| Section 4: Contract Amendment |
| **Required:** | [ ] Yes | [ ] No |
| **Comments:** |
| Section 5: Change Resolution |
| **Status:** | [ ] Accepted | [ ] Pending | [ ] Rejected | [ ] Approved |
| **Comments:** |

## Key Terms

*This section defines acronyms and terms relevant to this document.* *(Remove this comment section from final document.)*

The following table provides definitions for acronyms and terms relevant to this document.

|  |  |
| --- | --- |
| Term | Definition |
| *<Insert Term>* | *<Provide definition of the term used in this document.>* |
|  |  |
|  |  |
|  |  |

## Revision History

This section provides information on how the development and distribution of the Change Request Form, up to the final point of approval, was controlled and tracked. Use the table below to provide the version number, the date of the version, the author(s) of the version, and a brief description or notes regarding the version. (Remove this comment section from final document.)

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Author(s) | Revision Notes |
| <*insert version>* | *<insert date>* | *<insert name>* | *<insert revision notes>* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Approvals

|  |  |  |  |
| --- | --- | --- | --- |
| Role | Name and Title | Signature | Date |
|  *Project Sponsor* | *<insert name and title>* | *<placeholder for signature>* | *<insert date>* |
| *<insert role>* | *<insert name and title>* | *<placeholder for signature>* | *<insert date>* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |