

Request for Change Template

Project Change Form

Project Name:	
Date:	
Change Number	

<i>Request</i>	
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Originator Name:	
Describe the Proposed Change:	
Reasons for the Desired Change:	
Anticipated Impact (Quantitative):	
Desired Outcome (Qualitative):	

<i>Evaluation</i>	
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Receiver Name	
Potential Change Synopsis	
Estimated Impact (Quantitative)	

<i>Decision</i>	
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Evaluated By:	
Approval/Rejection:	
Cost/Time/Scope Change:	
Comments	

Project Change Control Log Template

Change Log Template						
#	Change Description	Date Submitted	Initiator	Reviewer/Approver	Status	Outcome/Actions
	<i>A summary describing the change and the rationale behind the change</i>	<i>This is the date the change request was submitted</i>	<i>This is the person/group who requested the change</i>	<i>This identifies the individual/group who are responsible for deciding the outcome</i>	<i>This describes whether the change is open, being reviewed, or closed</i>	<i>This describes what the final decision was and the reason behind the decision and the actions needed to implement if approved</i>
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