

Request for Change Template

Project Change Form

Project Name:	
Date:	
Change Number	

Request	
Originator Name:	
Describe the Proposed Change:	
Reasons for the Desired Change:	
Anticipated Impact (Quantitative):	
Desired Outcome (Qualitative):	
Evaluation	
Receiver Name	
Potential Change Synopsis	
Estimated Impact (Quantitative)	
Decision	
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 rational 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>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						