## Section 1: Project information

|  |  |  |  |
| --- | --- | --- | --- |
| Project Sponsor |  | Project Owner |  |
| Priority | Low / Medium / High | [Project Phase](https://uwaterloo.ca/vpaf-project-management-office/methodologies/project-success) | Initiation / Planning/ Execution |

## Section 2: Proposed change request data (to be completed by requestor)

|  |  |  |  |
| --- | --- | --- | --- |
| Requested By | [Requestor Name] | Requestor Role | [role on project] |
| Description of proposed change Describe process, deliverable or item that requestor wants changed |  | | |
| Benefit/Reason for Change  Why is this change needed? Should link to Charter objectives |  | | |

## Section 3: Approval to investigate (if investigation required)

|  |  |  |  |
| --- | --- | --- | --- |
| Project Manager |  | Date |  |
| Project Sponsor |  | Date |  |
| Assigned to: |  | Date |  |

## Section 4: Impact analysis

|  |  |
| --- | --- |
| Change Request Reason Code | <use one of the valid change request reasons listed on last page> |
| Scope Impact |  |
| Budget Impact | *E.g. The original amount was $ and amount will increase/decrease by this change order.* |
| Schedule Impact | *E.g. The project time will increase/decrease by x days.*  *The estimated date of completion therefore is x* |
| Business impact |  |
| Analyst recommendation |  |

## Section 5: Change request approval (to be completed by Change Authority)

|  |  |  |  |
| --- | --- | --- | --- |
| Approved By |  | Date |  |
| Comments |  | Status | Approved / Rejected |
| Approved By |  | Review Date |  |
| Comments |  | Status | Approved / Rejected |

|  |  |
| --- | --- |
| Change Status | Under Review / Approved / Rejected |

**Change Request Reason Codes**

*Choose the one that most aptly categorizes the main reason for the change.*

| **Change Request Reason Codes** | **Definition** |
| --- | --- |
| Scope - Addition to scope | Original plan did not include required activities |
| Scope – Removal of scope | Need to remove scope/work activities from the plan |
| Budget - increase | Estimates in original budget were not accurate or missed |
| Budget - reduction | Budget reduced through no fault of project.  Project needs to be re-scoped/planned to accommodate |
| Resource - activities underestimated  (Resources can include people, product/release level, rooms, scheduling downtime with business, hardware, et cetera) | Work activities underestimated (too optimistic) or taking longer than expected.  Note: for external work activities, use Vendor code. |
| Resource - activities missed  (Resources can include people, product/release level, rooms, scheduling downtime with business, hardware, et cetera) | Work activities missed in original plan  Note: for external activities missed, use Vendor code. |
| Resources - not available as planned  (Resources can include people, product/release level, rooms, scheduling downtime with business, hardware, et cetera) | Resources not available as planned.  Note: for external availability, use Vendor code. |
| Timeline - impacted by new constraints | Schedule/timeline impact by new constraints (process, business requirements, regulatory, budget, et cetera) |
| Timeline – dependency missed/changes | Schedule/timeline impact by missed dependency |
| Quality of deliverables | The deliverables produced internally are incomplete, inadequate and do not satisfy the project goals and objectives.  Note: for external issues, use Vendor code. |
| Vendor | Issues related to vendor including construction delays, work activities, delays/availability, underestimated, quality of deliverables, missed activities |