

Project Change Request

Significant changes that have an impact on an approved Project Charter and/or on documented Project Plans require formal documentation of the nature and impact of the request, as part of Change Management controls.

Submission of the request to the project manager as well as appropriate project technical leaders and functional leaders for review and approval is required.

Identification:

Project Number / Name: x
Requestor(s): x
Date / Revision Number: x

Description of Change:

Description:

Benefit of Change:

Benefits:

Priorities:

Institutional Priority Level: x
Departmental Priority Level: x

Risks:

Consequences of not making the change:

-

Impact of Changes:

- | | |
|---|------------|
| 1. Funding required? | (Yes / No) |
| a. Explain if Yes: | |
| 2. Impact on project schedule? | (Yes / No) |
| a. Explain if Yes: | |
| 3. Additional resources required? | (Yes / No) |
| a. Explain if Yes: | |
| 4. Affects outcome of deliverables? | (Yes / No) |
| a. Explain if Yes: | |
| 5. Impacts QA quality controls? | (Yes / No) |
| a. Explain if Yes: | |
| 6. Increases identified risks in plan(s)? | (Yes / No) |
| a. Explain if Yes: | |
| 7. Impacts security? | (Yes / No) |
| a. Explain if Yes: | |
| 8. Impacts other functions / services? | (Yes / No) |

- a. Explain if Yes:
9. Immediate actions required (including communications / notifications)? (Yes / No)
- a. Explain if Yes:

Approvals:

Change approval(s):

Approver Name / Title / Date: x

Comments: x