

Change Request

Improving organizational performance through better project management

Please support our commitment to sustainability and do not print this document unless it is absolutely necessary to do so.

Purpose and Use	
Purpose	The purpose of this form is to document the request, evaluation, disposition, and implementation of project change requests.
General Instructions	• This form is designed to be completed in order, from the first step (submission) to the last step (implementation).
	• This form has been designed using Word Forms, so it must be protected (with or without a password) to function as expected.
	 Users are free to customize the form: add fields, delete fields, translate the content into another language, or modify the terminology to match project usage.
Data Entry	Data entry fields are shaded gray (like this cell). Use your TAB key to move to the next field. If you click outside of an entry field, Word will move the cursor to the next available field.
© • • • • • • • • • • • • • • • • • • •	This document was designed by Project Management Partners for use by its clients. The use of this document is licensed to others under the Creative Commons Attribution 4.0 International License. For a copy of this license, visit: http://creativecommons.org/licenses/by/4.0/ Text in http://creativecommons.org/licenses/by/4.0/

1. Submission (*starred fields are required)								
1.1 Overview								
*Project Name	User Reference #							
*Submitted by							*Date Submitted	
*Phone			*Email					
*Priority	□ N	ecessary to ach	nieve expected	l benefits		Significant	value-add	
Filolity	N:	ice-to-have				Not sure		
1.2 Details	1.2 Details							
*Description of Cha	ange							
*Reason for Change								
*Impact of Rejection	on							
*Alternatives Cons	idered							
Additional Comme	nts							
Date Constraints (a	lescribe)							
Supporting Documents								

Change Request # # Assigned by # Assigned	2.1 Level 1 Recommendation Continue Reject Defer Decision by Bate Reason 2.2 Level 2 Evaluator Date Assigned 3. Expected Impacts Add or delete detail rows as needed. If there are no impacts for a given topic, place an X in the gray box. 3.1 Benefits and Dis-Benefits Check if no impacts identified Describe the benefit or dis-benefit. Place an X under New? if this item was not included in the business case. Estimate the value as a range. Estimate incremental values for previously identified items. Show the value of dis-benefits as a negative number. Description New? Estimated Value 3.2 Success Criteria Check if no impacts identified Criteria Description of Impact Check if no impacts identified Description of Impact Check if no impacts identified	2.	Request Sc	reening					
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3.6 Risks	s					Check if no	risks identij	fied	
Cause			Effect			Probability	Impa	ict	R-A-G
3.7 Alrea	ady Com	pleted Work				Check if no i	mpacts iden	tified	
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Decision by Reason						Date			

6. Implementation					
Assigned to	Date Assigned				
Comments					

9999 Version Control								
Version	Date Approved	Approved by		Summary of Changes				
1.0	October 2014	W.R. Duncan	•	Initial release				
2.0	December 2019	W.R. Duncan	•	Added sustainability impacts Added dis-benefits Redesigned to conform to latest PM Partners forms design guidance				