

Change Request Template

Project Name:	Date:
Project Manager:	Person Requesting Change:
Description of Change (detailed)	
Reason for Change (business reason)	
Impact on Project if Change Does Not Occur (stakeholder perception)	
Impact on Scope, Time, Budget, Requirements <i><To be completed after conversations with stakeholders around description of change, reason for change and impact if change does not occur. Be detailed and include specific data as to impact areas.></i>	
Decision Made (Approve, Reject, Defer)	
Justification for Decision	
Approved by:	Date: