

Change Request Form Content

- Project information (name, project manager, organization)
- Stakeholders involved
 - Requested by (stakeholder, organization, contact information)
 - Change authorized by (if specific areas, owned by other stakeholders, are impacted)
 - Submitted by
 - Evaluator / Owner
 - Approver: (decided by)
- Dates
 - Requested
 - Evaluated
 - Implementation target date (if applicable)
 - Decided
- Communication plan (type of information, sender, receiver, dates, escalation procedures)
- Change information
 - Change title and identification code
 - Type of change (drop down menu – e.g., technical, user, business, regulatory)
 - Reason / Justification
 - Change description (areas of change; desired outputs, outcomes and benefits)
 - Cause (what led to the need for change?)
 - Priority
 - Urgency (dependencies and time sensitivity)
 - Area of change (within a system, process, users, constraints)
 - Success criteria
 - Acceptance criteria (technical indicators of success); make sure it is specified
 - Overall feasibility of the proposed change

- Evaluation and impact areas
 - Other requirements / requirements risks
 - Scope
 - Schedule
 - Costs
 - Quality and standards
 - Risk and complexity assessment of the proposed change on the project
 - Risk assessment on the organization / operations / processes
 - Risk management (who will manage the risks associated with change)
 - Alternatives
 - Contingency (implications / recovery change not implemented properly or on time)
 - Potential impact on overall project success
 - Potential impact on other areas: projects / the organization / processes
- Implementation considerations (i.e. implementation time, order, shutdowns, expertise required)
- Change status (drop down menu)
- Implementer (the stakeholder responsible for the implementation; may be more than one)
- Tester (the person responsible for testing the change; may be more than one for various test types)
- Documentation (responsible person, details of what needs to be updated, by when)
- Communication Responsibilities
- Implementation Summary
 - Actual implementation date (to be completed after implementation)
 - Actual implementer (who performed the implementation)
 - Actual acceptance by
 - Change closed by
 - Closure date and time