Change Request Template

*Extracted from MDP189a: Project Scope Management*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project name:** | |  | | | | |
| **Prepared by:** | |  | | | | |
| **Date:** | |  | | | | |
| **Requested by:** | |  | | | | |
| **Change number:** | |  | | | | |
| **Type of change requested:** | | | | | | |
| * Terms of Contract | | | * Termination of Contract | | * Description of Product or Service | |
| * Other (Specify): | | | | * Other (Specify): | | |
| **Detailed description of requested change:** | | | | | | |
| **Detailed reason for requested change:** | | | | | | |
| **Effect on project cost:** | | | | | | |
| **Effect on project schedule:** | | | | | | |
| **Additional comments (for example, possible alternatives):** | | | | | | |
| **Approval:** |  | | | | | **Date:** |
| **Approval:** |  | | | | | **Date:** |