Change Request Template

*Extracted from MDP189a: Project Scope Management*

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| --- | --- |
| **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:** |