<Project Title>

Change Request

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|  |  |
| --- | --- |
| Project Name: |  |
| Project Manager: |  |
| Project Sponsor: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of request: |  | **Change ID:** |  |
| Status: | * Pending * Approved * Rejected | **Owner:** |  |

1. WHAT IS THE NEED FOR CHANGE?

<Describe in detail the risk / issue / opportunity.>

2. STAKEHOLDERS CONSULTED

<Who did you consult regarding this change? Also list any secondary sources referenced.>

3. WHAT IF WE DO NOTHING?

3.1 Impact on scope

3.2 Impact on schedule

3.3 Impact on budget

3.4 Impact on outcomes

3.4 Other impacts

4. WHAT ARE OUR OPTIONS?

<As above, how will each impact time, cost, scope and the intended outcomes of the project? Are there any residual or secondary risks that follow?>

5. WHAT IS RECOMMENDED?

<Explain why this option is the best outcome for our stakeholders (given their expectations), and express it as a SMART recommendation>

6. ACTIONS REQUIRED

|  |  |  |  |
| --- | --- | --- | --- |
|  | **DETAIL** | **OWNER** | **STATUS** |
| Update WBS |  |  | Pending  Done |
| Update schedule |  |  | Pending  Done |
| Update budget |  |  | Pending  Done |
| Update risk register |  |  | Pending  Done |
| Notify stakeholders |  |  | Pending  Done |
| Other actions |  |  | Pending  Done |

7. AUTHORISATION

SIGNATURE Name & Title