

Change request

1. BASIC INFORMATION ON THE CHANGE REQUESTED			
Project name	<i>Insert project identification, programme or tasks which the change concerns.</i>		
Identification of changes	<i>Insert the description of the change requested.</i>		
Request placed by	<i>Anybody</i>	Contact details	<i>Insert your contact details</i>
Description of requested change	<i>Explain the change including the proposed action.</i>		
Date of raising the request	<i>dd/mm/yyyy</i>	Requested deadline for dealing with the change request	<i>dd/mm/yyyy</i>
Priority	<input type="checkbox"/> Low	<input type="checkbox"/> Medium	<input type="checkbox"/> High <input type="checkbox"/> Essential
Justification for change	<i>Justify why you are requesting that this change should be carried out</i>		
Comments	<i>Insert any other potential comments.</i>		
Annexes or references	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Name of the annexe or reference
	<i>Insert the identification of the annexe or reference related to the change proposed.</i>		

2. ANALYSIS OF THE CHANGE REQUEST			
Impact on the objective/outputs	<i>What will the impact of the change on project objectives and outputs be?</i>		
Impact on the budget	<i>What will the impact on the project budget be?</i>		
Impact on the time schedule	<i>What will the impact on the time schedule of the project be?</i>		
Other impacts	<i>What other impacts will the change bring?</i>		
Comments	<i>Insert any other potential comments.</i>		
Recommendations Y/N; procedure	<i>Insert your recommendations, if and how the change should be implemented.</i>		
Analysis carried out by	<i>Project manager</i>	Date	<i>dd/mm/yyyy</i>

3. DECISION ON CHANGES			
Decision	<input type="checkbox"/> Authorised	<input type="checkbox"/> Authorised with amendments	<input type="checkbox"/> Rejected <input type="checkbox"/> More information
Justification of the decision	<i>Insert your justification.</i>		
Comments	<i>Insert any other potential comments.</i>		
Who will provide information	<i>Insert the name of the person responsible for informing the stakeholders about the change.</i>		
Approved by	<i>Depending on change classification</i>	Date	<i>dd/mm/yyyy</i>

