

# Document and Process Change Request Form

## Section I: Requester Section

To be filled out by the originator of change

1. What do you want to change or document? \_\_\_\_\_

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2. Originator of change (Name): \_\_\_\_\_

3. Today's date: \_\_\_\_\_

4. Reasons for Change Request: (Check all reasons for change that apply)

- |  |                                      |   |
|--|--------------------------------------|---|
| <input type="checkbox"/> Cycle Time Reduction  | <input type="checkbox"/> Simplify    | <input type="checkbox"/> Improvement            |
| <input type="checkbox"/> Cost Savings          | <input type="checkbox"/> Lowers Risk | <input type="checkbox"/> Value Add              |
| <input type="checkbox"/> Improved Quality      | <input type="checkbox"/> Obsolete    | <input type="checkbox"/> Standardize / Document |
| <input type="checkbox"/> Other (explain) _____ |                                      |   |

5. Recommend change / action required: \_\_\_\_\_

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6. State reason why change is recommended.

(strengths, opportunities, benefits, features, consequences, pros, cons, cost & schedule impact):

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7. State risks of not making this change.

(weaknesses, threats, consequences, cost & schedule impact):

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6. Urgency? Is there a due date? \_\_\_\_\_

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7. Attachments and References: \_\_\_\_\_

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# Document and Process Change Request Form

## Section II: Project Change Request Assessment

To be filled out by QA Group member  
(for now, give it to Joe Hoess and he will designate a person)

1. QA Group Representative: (Name) \_\_\_\_\_ 2. Date submitted: \_\_\_\_\_

3. Related change requests: \_\_\_\_\_

\_\_\_\_\_

4. Approve for investigation? Why? \_\_\_\_\_

\_\_\_\_\_

5. Change request ID number: \_\_\_\_\_

6. Priority:  High  Medium  Low 7. Investigation budget hours: \_\_\_\_\_

8. Investigation start date: \_\_\_\_\_ 9. Investigation due date: \_\_\_\_\_

10. Investigation finish date: \_\_\_\_\_ 11. Investigation actual hours: \_\_\_\_\_

### Process Attributes

Fill out any of these questions not already published:

1. **Purpose:** Define- Why is it to be done? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. **Mission Statement:** A mission statement can be constructed with the following guidelines:

- 25 words or less.
- No more than 2 sentences.
- Carefully thought out.
- States what you want to accomplish or the reason for existence.
- Outlines future direction and guides in what to do and to become.
- Example: "We want to put a man on the Moon in seven years."

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\_\_\_\_\_

# Document and Process Change Request Form

**3. Stage:** Choose from below

- |                                      |   |   |
|--------------------------------------|---|---|
| <input type="checkbox"/> 1. Suspect  | <input type="checkbox"/> 5. Commitment      | <input type="checkbox"/> 9. Warranty                    |
| <input type="checkbox"/> 2. Qualify  | <input type="checkbox"/> 6. Preconstruction | <input type="checkbox"/> 10. Post Warranty              |
| <input type="checkbox"/> 3. Proposal | <input type="checkbox"/> 7. Construction    | <input type="checkbox"/> 11. Dead Jobs                  |
| <input type="checkbox"/> 4. Refine   | <input type="checkbox"/> 8. Punch Out       | <input type="checkbox"/> 20. Non- Job Activity (Admin.) |

**4. Trigger:** Inputs/ Suppliers \_\_\_\_\_

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**5. Gate:** Outputs / Internal Customers \_\_\_\_\_

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**6. Steward:** The functional manager \_\_\_\_\_

**7. Scope:** Define- What is to be done? \_\_\_\_\_

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**8. Goal:** What is the final goal? (Specific, Measurable, Action Oriented, Results based, Time Bound)

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**9. Opportunities / Benefits of doing the process:** \_\_\_\_\_

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# Document and Process Change Request Form

10. Threats / Consequences of not doing the process: \_\_\_\_\_

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11. External Customer Expectations: (Priorities) – Goal (from our customer's perspective):

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## Impact Analysis

1. Scope / Deliverables Impact: \_\_\_\_\_

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2. Schedule Impact: \_\_\_\_\_

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3. Financial Effort Impact: \_\_\_\_\_

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4. Quality Impact: \_\_\_\_\_

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# Document and Process Change Request Form

5. Work Effort Impact: \_\_\_\_\_

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6. Communications Impacts: \_\_\_\_\_

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7. Risk Level Impacts: \_\_\_\_\_

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8. External Impacts: \_\_\_\_\_

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9. Other Impacts: \_\_\_\_\_

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**Additional Comments:**

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## Section III: Approval Signatures

The change contained within this document is: (check)

1.  Approved,  Rejected,  Deferred

2.  Approved,  Rejected,  Deferred

Signature: \_\_\_\_\_  
QA Group Member

Signature: \_\_\_\_\_  
Functional Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_