stakeholdermap.com

Project Management, project planning, templates and advice

[COMPANY OR PROJECT LOGO]

[PROJECT NAME]

CHANGE REQUEST

CHANGE REQUEST TEMPLATE

Project Details:	
Project Name: *Enter the Project Name and reference ID.*	
Request #: *Unique identifier for this change.*	**Date of Request:** *Enter date of this change request.*
Requested By: *Person requesting the change*	
Request Description:	
Describe the change being requested. Be as specific as possible. If appropriate include technical details, diagrams, and a 'before and after' description. Include the reference IDs of impacted [Product Descriptions](#).	
Reasons for this Change Request:	
Describe the reasons and purpose of this request (what is the business or technical driver). Explain the impact of the change request on the [Business Case](#). For example the change may be required to manage a [risk](#) that if realized could prevent the project realizing a key business [benefit](#).	

Options considered to implement the change:
Document the options that have been considered and reviewed by the team.
Impact of each option (Cost, Scope, Schedule, Quality):
For each option, explain the impact on Cost, Scope, Schedule and Quality. See the Iron Triangle for more on Project Constraints.
Chosen solution:
Explain which option has been chosen and why.
Approval Signature(s) and Date(s):
List the Change Request Approvers including name, job title, signature and date. Typically the change approvers will include the Change Manager, Project Sponsor, Project Manager and the Risk Manager.