# CHANGE REQUEST TEMPLATE

## Project Details:

### Project Name:

*Enter the Project Name and reference ID.*

### Request #: | Date of Request:

*Unique identifier for this change.*  
*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.*
# CHANGE REQUEST TEMPLATE

**Options considered to implement the change:**

Document the options that have been considered and reviewed by the team.

<table>
<thead>
<tr>
<th>Option 1</th>
<th>Option 2</th>
<th>Option 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Description</td>
<td>Description</td>
</tr>
</tbody>
</table>

**Impact of each option (Cost, Scope, Schedule, Quality):**

For each option, explain the impact on Cost, Scope, Schedule and Quality. See the [Iron Triangle](http://www.stakeholdermap.com) for more on Project Constraints.

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<tbody>
<tr>
<td>Impact on Cost</td>
<td>Impact on Scope</td>
<td>Impact on Schedule</td>
</tr>
</tbody>
</table>

**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.