Change Request Form

[Project Name]

*Purpose of document*

*A tool to document and track ongoing change.*

Approvals

|  |  |  |
| --- | --- | --- |
| **Role** | **Name(s)** | **Date signed** |
| Project SRO | *e.g. Name &**Title* | *DD/MM/YYYY* |
| Senior User |  |  |
| Senior Supplier |  |  |

**Project/Programme Change request form**

|  |  |
| --- | --- |
| **Requested by:** | **Date:** |
|  |  |
| **Request Name:** | **Request Number** |
|  |  |
| **Change description:** |
|  |
| **Change reason:** |
|  |
| **Impact of change:** |
| * **Scope:**
* **Budget:**
* **Timeline:**
* **Resourcing:**
* **Communications:**
* **Other:**
 |
| **Proposed Action:** |
|  |
| **Associated cost:** |
|  |

How to populate the change request form:

**Requested by:** Who requested the change? Include the stakeholder’s name here so they can accept responsibility for the change and its impacts.

**Request name:** This one might be tough but give the request a simple name that indicates what the change entails.

**Request number:** Remember, projects can change a lot, and you might have to complete more than one change request. Assign a number to uniquely identify each change request.

**Change description:** This is a brief description of the change that’s been requested.

**Change reason:** Provide an explanation for why the change has been requested. Discuss the reason for the change with your stakeholders and document their words. Many times change needs to be justified in specific terms for others to agree on it.

**Impact of change:** This is the meat of the change request! Be sure to clearly represent how the change will impact all aspects of your project: scope, budget, timeline, resourcing, communications, etc. Sometimes it’ll be short and simple. Other times, you’ll need to define the impact to each category. This section can get long, and that’s okay! Exact detail is what matters most here.

**Proposed action:** Here’s another section where detail counts. Outline the steps required to address the change. Feel free to include approximate hours or days needed to get the work done, as well as any scope adjustments. It’s really just any action that you’ll take to accomplish the change.

**Associated cost:** This field may be optional for you, and that’s okay. But if you’re dealing with budgets and contracts, be sure to account for any increased costs.

**Approved by and date:** Sign off can often be a sticking point when it comes to managing change. That’s because the person who requested the change doesn’t always end up being the person to actually approve (or fund) that change. Again, if you’re dealing with budgets and contracts, this is important. If you’re not, you still want to be sure your project lead agrees to the change approach and acknowledges the impacts before proceeding.