

Project Change Request

Project #	Project Name	Reporting Period: (from:to)
Purpose:		Planned Completion Date:
Sponsor:		
Project Manager:		
Task Number:	[WBS reference number]	

Urgency	
A decision on this request is required by:	(date)

Description and Rationale:	
[what is proposed to be changed]:	[why this change is being proposed]:

Assessment – [explain how this request affects]:		
Scope		
Time		
Cost		
Risk		
Other		
Recommendation:		
Analyst	(signed)	(date)

Resolution:		
Not Approved	(signed)	(date)
Approved	(signed)	(date)
Change implemented	(signed)	(date)

Comments: