[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Project Change Request Form

One form per change, raised before the work starts: what is asked for, why, what it does to scope, time, cost, quality and risk, and the decision on the record.

Item	Detail
Project	[Project name]
Document	[Title of this document]
Prepared by	[Name and role of the person who prepared this document]
Project manager	[Name and role of the project manager]
Sponsor	[Name and role of the project sponsor]
Date of this document	[Date of this document]
Version	[Version number of this document]
Change request number	[Change request number]
Date raised	[Date this change request was raised]
Requested by	[Name and role of the person requesting this change]
Decision needed by	[Date by which a decision on this change is needed]
Priority	[Priority of this change request]

1. Change description

Change requested. [Description of the change requested, stated specifically: what will be different from the approved plan]

Work affected. [Work packages, tasks and deliverables affected by this change]

Work explicitly not affected. [Work that remains unchanged if this change is approved]

2. Reason for the change

Reason. [Reason this change is needed, including what prompted it]

Consequence of not changing. [Consequence if this change is not made]

3. Impact assessment

Complete every row. Where there is genuinely no effect, write that in the detail cell rather than leaving the row blank, so that no impact reads as unassessed.

[Company name]

Area	Impact	Detail
Scope	[Impact of this change on scope]	[Detail of the impact on scope]
Schedule	[Impact of this change on the schedule]	[Detail of the impact on the schedule]
Cost	[Impact of this change on cost]	[Detail of the impact on cost]
Quality	[Impact of this change on quality]	[Detail of the impact on quality]
Risk	[Impact of this change on risk]	[Detail of the impact on risk]
Resources	[Impact of this change on resources]	[Detail of the impact on resources]
Stakeholders	[Impact of this change on stakeholders]	[Detail of the impact on stakeholders]

4. Cost and time assessment

Measure	Current baseline	Effect of this change	Revised baseline
Total cost	[Current baseline total cost]	[Effect of this change on total cost]	[Revised baseline total cost]
Completion date	[Current baseline completion date]	[Effect of this change on the completion date]	[Revised baseline completion date]
Milestones affected	[Milestones affected by this change]	[Effect of this change on the milestones affected]	[Revised dates for the milestones affected]

5. Options considered

Option	Effect	Recommended
[Option considered, including doing nothing]	[Effect of this option]	[Whether this option is recommended]
[Option considered, including doing nothing]	[Effect of this option]	[Whether this option is recommended]
[Option considered, including doing nothing]	[Effect of this option]	[Whether this option is recommended]

Recommendation. [Recommended option and the reason for recommending it]

6. Decision

Decision	Decision date	Decided by	Conditions
[Decision on this change request]	[Date of the decision on this change request]	[Name and role of the person who decided this change request]	[Conditions attached to this decision, or none]

Decision options are: approved, rejected, deferred, or more information requested. A deferred or rejected change stays on the record with its reason; it is not deleted.

Reason for the decision. [Reason for the decision on this change request]

7. Implementation of an approved change

An approved form changes nothing on its own. The cost and schedule effects above must still reach the budget and the plan, and the baseline must be updated to the revised figures in section 4.

Implementation step	Owner	Due date	Complete
[Implementation step for this approved change]	[Name and role of the owner of this implementation step]	[Due date of this implementation step]	
[Implementation step for this approved change]	[Name and role of the owner of this implementation step]	[Due date of this implementation step]	
[Implementation step for this approved change]	[Name and role of the owner of this implementation step]	[Due date of this implementation step]	

The empty cell in the Complete column is the checkbox: mark it when the step is done.

Sign-off

Sign-off	Name	Role	Date
Requester	[Full name of the signatory]	[Role of the signatory]	[Date of signing]
Project manager	[Full name of the signatory]	[Role of the signatory]	[Date of signing]
Sponsor	[Full name of the signatory]	[Role of the signatory]	[Date of signing]