Ashford Business Services Ltd

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	Sarah Mitchell
Document	Project Change Request Form
Prepared by	Sarah Mitchell
Project manager	James Patel
Sponsor	Sarah Mitchell
Date of this document	9 November 2026
Version	1.0
Change request number	Change request number
Date raised	9 November 2026
Requested by	Sarah Mitchell
Decision needed by	9 November 2026
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 as agreed at the meeting.

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.

Area	Impact	Detail
Scope	Impact of this change on scope	Detail of the impact on scope as agreed at the meeting.
Schedule	Impact of this change on the schedule	Detail of the impact on the schedule as agreed at the meeting.
Cost	£45.00	£45.00
Quality	Impact of this change on quality	Detail of the impact on quality as agreed at the meeting.
Risk	Impact of this change on risk	Detail of the impact on risk as agreed at the meeting.

Resources	Impact of this change on resources	Detail of the impact on resources as agreed at the meeting.
Stakeholders	Impact of this change on stakeholders	Detail of the impact on stakeholders as agreed at the meeting.

4. Cost and time assessment

Measure	Current baseline	Effect of this change	Revised baseline
Total cost	£45.00	£45.00	£45.00
Completion date	9 November 2026	9 November 2026	9 November 2026
Milestones affected	Milestones affected by this change	Effect of this change on the milestones affected	9 November 2026

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 as agreed at the meeting.

6. Decision

Decision	Decision date	Decided by	Conditions
Decision on this change request as agreed at the meeting.	9 November 2026	Sarah Mitchell	Conditions attached to this decision, or none as agreed at the meeting.

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 as agreed at the meeting.

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	Helen Morris	23 November 2026	
Implementation step for this approved change	Helen Morris	23 November 2026	
Implementation step for this	Helen Morris	23 November 2026	

approved change			

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	Sarah Mitchell	Role of the signatory	9 November 2026
Project manager	Sarah Mitchell	Role of the signatory	9 November 2026
Sponsor	Sarah Mitchell	Role of the signatory	9 November 2026