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Change Request Form Template

What is Change Request Form Template?

A Change Request Form Template is a standardized document used in project management to request changes to a project scope, schedule, or budget. It provides a structured format for stakeholders and team members to submit change requests, which are then reviewed and evaluated by the project manager and other relevant stakeholders.

Typically, a Change Request Form Template includes the following sections:

1. **Change Request Identification:** This section provides a unique identifier for the change request, including a reference number or code.
2. **Project Information:** This section lists the project name, project manager, and any other relevant details.
3. **Description of Change:** A clear and concise description of the requested change, including its impact on the project scope, schedule, or budget.
4. **Reason for Requesting Change:** The reason why the change is being requested, including any justification or explanation.
5. **Expected Benefits:** An outline of the expected benefits from implementing the requested change, such as improved functionality, reduced costs, or enhanced user experience.
6. **Impact Analysis:** A detailed analysis of how the requested change will impact the project, including potential risks, dependencies, and timelines.
7. **Alternative Solutions:** Any alternative solutions that have been considered to address the issue driving the change request.
8. **Cost Estimate:** An estimate of the costs associated with implementing the requested change, including any additional resources or personnel required.
9. **Schedule Impact:** An assessment of how the requested change will impact the project schedule, including any changes to milestones, deadlines, or dependencies.
10. **Risk Assessment:** A risk assessment of the requested change, including potential risks, threats, and mitigation strategies.
11. **Decision-Making Criteria:** The criteria used to evaluate the requested change, such as business value, technical feasibility, or stakeholder expectations.
12. **Change Request Status:** A tracking section to monitor the status of the change request, including its approval, rejection, or pending status.

The Change Request Form Template serves several purposes:

1. **Standardization:** Provides a standardized format for submitting and reviewing change requests.
2. **Consistency:** Ensures that all stakeholders use the same language and structure when requesting changes.
3. **Transparency:** Facilitates open communication among team members, stakeholders, and project managers.
4. **Efficiency:** Streamlines the process of evaluating and implementing changes, reducing administrative burdens.
5. **Improved Decision-Making:** Provides a structured approach to evaluating change requests, ensuring that decisions are made based on clear criteria and considerations.

By using a Change Request Form Template, project teams can effectively manage changes, mitigate risks, and ensure that projects deliver value to stakeholders while staying within scope, schedule, and budget constraints.

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Change Request Form

Project Information

Project Name: **Project ID:** **Project Manager:**

Request Details

Date of Request: **Requested By:** **Department:**

Change Description

Change Title: **Detailed Description of the Change:** *Please provide a detailed description of the change, including the reason for the change and the expected benefits.*

Impact Analysis

Affected Systems/Components: **Potential Risks:** **Mitigation Plan:**

Approval

Requested Change Approval:

- Approved
- Rejected **Approved/Rejected By:** **Date of Approval/Rejection:**

Implementation Details

Implementation Date: **Implemented By:** **Implementation Review Date:**

Notes

Additional notes or comments related to the change request.

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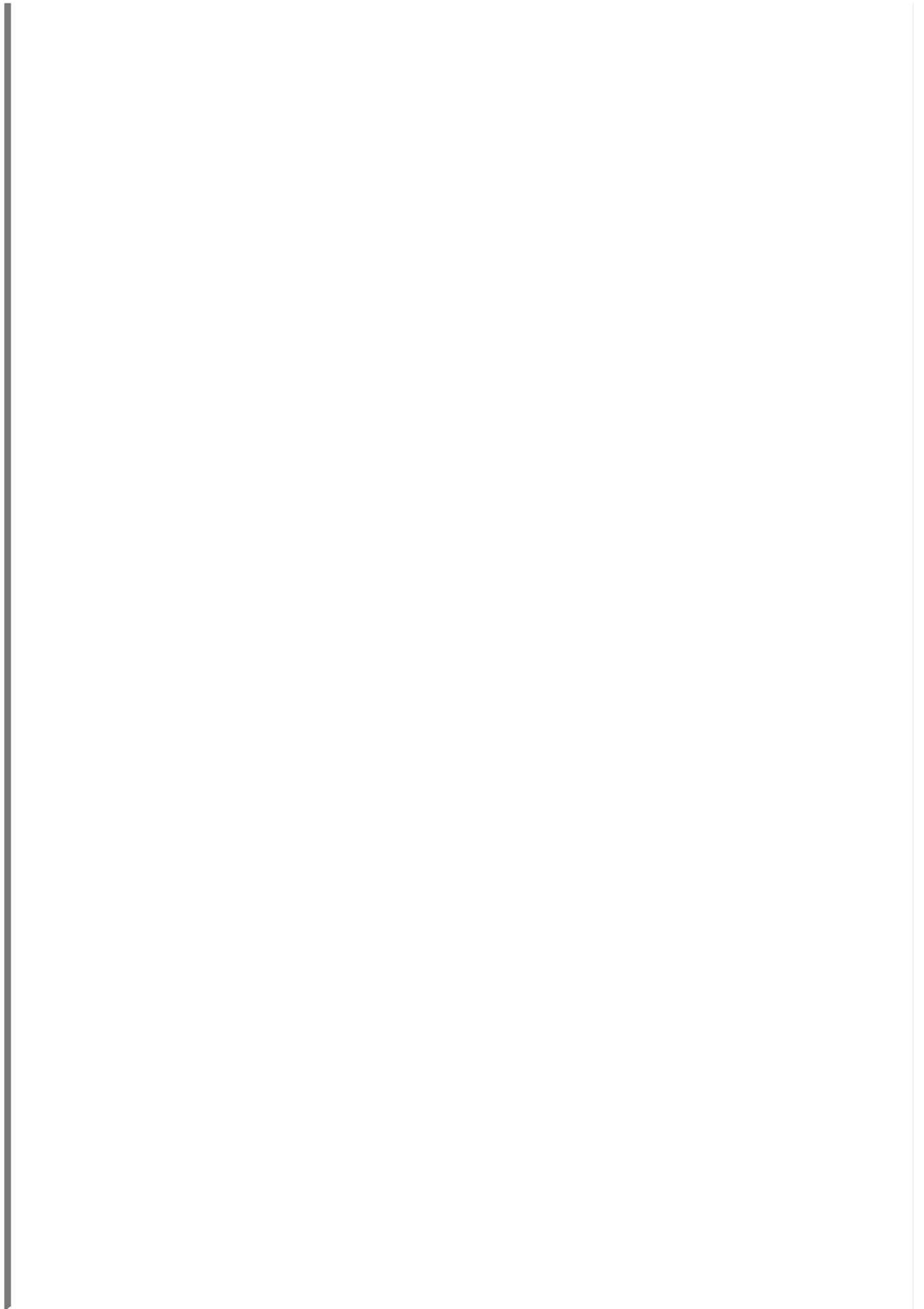
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External links:

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