**CHANGE REQUEST**

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| **Project Title:** | |  | | | |  | **Date Prepared:** | | | |  | | | |
| **Person Requesting Change:** | | | |  | | | |  | **Change Number:** | | | |  |
| **[Category of Change](#Category_of_Change" \o "Check a box to indicate the category of change.)**[:](#Category_of_Change" \o "Check a box to indicate the category of change.)   |  |  |  | | --- | --- | --- | |  |  |  | |  |  |  | | **[Detailed Description of Proposed Change](#Detailed_Description_of_Proposed_Change" \o "Describe the change proposal in enough detail to clearly communicate all aspects of the change.)** | | | |  | | |   **[Justification for Proposed Change](#Justification_for_Proposed_Change" \o "Indicate the reason for the change.)**   |  | | --- | |  |   **Impacts of Change** | | | | | | | | | | | | | |
| **[Scope](#Scope" \o "Describe the impact of the proposed change on the project or product scope.)** | |  | | | |  | | | | |  | | |
| Description: | | | | | | | | | | | | | |
| **[Grade](#Grade" \o "Describe the impact of the proposed change on the project or product quality.)** | | |  | | | |  | | | | |  | |
| Description: | | | | | | | | | | | | | |

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| **[Requirements](#Requirements" \o "Describe the impact of the proposed change on the project or product requirements.)** |  |  |  |
| Description: | | | |
| **[Cost](#Cost" \o "Describe the impact of the proposed change on the project budget, cost estimates, or funding requirements.)** |  |  |  |
| Description: | | | |
| **[Schedule](#Schedule" \o "Describe the impact of the proposed change on the schedule and whether it will cause a delay on the critical path.)** |  |  |  |
| Description: | | | |
| **Stakeholder Impact** |  |  |  |
| Description: | | | |
| **[Project Documents](#Project_Documents" \o "Describe the impact of the proposed change on each project document.)** | | | |

**[Comments](#Comments" \o "Provide any comments that will clarify information about the requested change.)**

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| **[Disposition](#Disposition" \o "The Change Control Board (or other authority) determines whether the change is approved, deferred, or rejected.)** |  |  |  |

**[Justification](#Justification" \o "The Change Control Board provides a justification for the change request disposition.)**

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**Change Control Board Signatures**

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| |  |  |  | | --- | --- | --- | | **Name** | **Role** | **Signature** | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   **Date:** |