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Project Change Request

Change Request # (to be completed by project manager)			
Date of request		Requested By	
Overview of change:			
Reason for change (including impact of not making change, and alternatives):			
Will change delay the program completion date? (Discuss with program manager)		Yes / No	Delay = *** days
Explain:			
Will change require additional resources? (Discuss with program manager)		Yes / No	Increase = *** effort days
Explain:			
Will change result in additional cost? (Discuss with program manager)		Yes / No	Increase = \$***
Explain:			

To be completed by project manager

Date entered in change log			
Date reviewed with stakeholders		Approved?	Yes / No
Date decision communicated to requestor			
Date closed in change log			
Date program plan updated			