

delivery

# Change Request

*NB: All text in italics is instructional & must be removed or replaced with non-italicised content. Refresh Table of Contents once all italicised text is removed.*

## *What is a change request?*

*A change request is a formal proposal for an alteration to the agreed project plan deliverables, scope, cost, and/or schedule.*

*Formal change requests may not be necessary for all projects, all the time, and the Project Manager and Executive Sponsor will need to exercise judgement regarding if one is needed.*

*The change request form is a simple tool to document and track change within a project.*

## Change Request Form

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| --- | --- |
| **Status and Project Details** | |
| **Project name:** |  |
| **Project Manager name:** |  |
| **Related Issue ref:** | *Enter Ref from Issues Register if change raised as a result of an Issue* |
| **Related risk ref:** | *Enter Ref from Risk Register if change raised as a result of a risk* |
| **Submission date** |  |
| **Change Request Information** | |
| **Change description:** | *Explain the proposed changes to your project, including its business drivers and what you propose to do about it* |
| **Change justification:** | *Describe why the change is necessary and what you have done to avoid or lessen its impact. Provide information about how your approved scope, benefits or schedule have changed, and why an adjustment to your baseline is justified. Keep in mind that “running behind schedule” is not a justification for a Change Request* |
| **Supporting information:** | *Populate with any additional relevant information or links to any information supporting the request* |
| **Impact assessment** | |
| **Scope:** | *Describe any changes to the project scope including any impact on other projects* |
| **Budget:** | *Describe changes to approved budget* |
| **Timing/Schedule:** | *Describe changes to approved baseline* |
| **Quality & Equity:** | *Describe any impacts of the change to quality and equity* |
| **Milestone/Deliverable:** | *Does this change impact a deliverable or milestone? Describe* |
| **Benefit:** | *Is there an impact on Benefits? Is there a proposed impact on the total project benefits (e.g. funding, FTE, clinical benefits, other)? If yes, please describe the variance to all relevant benefits* |
| **Stakeholders:** | *Is there an impact on Stakeholders? Describe* |
| **Approval / Endorsement / Noted** | |
| **Project Sponsor:** | Endorsed/ Not endorsed (circle or attach/file email approval)  Signature:  Date: |
| **Leadership / Project Board Approval  (if required)** | Endorsed/ Not endorsed (circle or attach/file email approval)  Signature:  Date: |