

Change Request Form



SECTION 1 - To be completed by the originator of the change and issued to the Project Managers

Project:		
Change request number (PMO to Complete):		
Name of originator:		
Date:		
Description of change/s:		
Reason for change:		
MoSCoW Priority:	Must/Should/Could/Won't have	MoSCoW prioritisation justification:

Confirmation of acceptance of change submitted to and received from:-

Name / Organisation	Date	Feedback (Approved ?/comments)

SECTION 2 - To be completed by Project Manager

Description of impact:

SECTION 3 - To be completed by Project Manager

Time implications:

Cost implications:

Quality implications:

SECTION 4 - Organisational Lead Comment

SECTION 5 a - Project Manager Approval (if above tolerances, please complete section 5 b)

Approved	Y/N
Rejected	Y/N
Funding source for Change	Programme Contingency Y/N Other, state.....
Conditional Approval	
Signed.....	Dated:.....

SECTION 5 b - Sponsor Approval

Approved	Y/N
Rejected	Y/N
Funding source for Change	Project Contingency Y/N Other, state.....
Conditional Approval	
Signed.....	Dated:.....

SECTION 6 - To be completed by Programme Office

Entered on to Change Control log	
Relevant information detailed in project/programme decision log	
Further approval required?	