|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CHANGE** **DETAILS** |  | Change Name |  | Change No. |
|  |  |  |  |
|  | Requested By | Requester’s Contract Information |  | Date of Request |
|  |  |  |  |  |
|  |  |  | Date Needed |
|  | Priority: |  | High |  |  | Medium |  |  | Low |  |  |  |
|  |  |  |
| Description of Change |  |
| Reason for Change |  |
|  |
| **CHANGE IMPACTS** |  | Scope |  |
|  | Deliverables |  |
|  | Cost |  |
|  | Resources |  |
|  | Timeline |  |
|  | Stakeholders |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **RISK ANALYSIS** |  | Risk Identification |  | Probability of Risk |
|  |  |  |  |
|  |  |
|  | Risk Mitigation Strategies |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  **DECISION** | Committee Leader Name |  | Signature |  | Date |
|  | ACCEPTED |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | REJECTED |  | Executive Sponsor Name |  | Signature |  | Date |
|  |  |  |  |  |  |  |  |
|  | MORE INFORMATION REQUESTED |  |
| Comments: |  |

CHANGE REQUEST FORM