**CHANGE REQUEST**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Title:** | |  | | | |  | **Date Prepared:** | | | |  | | | |
| **Person Requesting Change:** | | | |  | | | |  | **Change Number:** | | | |  |
| **Category of Change**:   |  |  |  | | --- | --- | --- | | * Scope | * Quality | * Requirements | | * Cost | * Schedule | * Documents | | **Detailed Description of Proposed Change** | | | |  | | |   **Justification for Proposed Change**   |  | | --- | |  |   **Impacts of Change** | | | | | | | | | | | | | |
| **Scope** | | * Increase | | | | * Decrease | | | | | * Modify | | |
| Description: | | | | | | | | | | | | | |
| **Grade:** | | | * Increase | | | | * Decrease | | | | | * Modify | |
| Description: | | | | | | | | | | | | | |

**CHANGE REQUEST**

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| --- | --- | --- | --- |
| **Requirements** | * Increase | * Decrease | * Modify |
| Description: | | | |
| **Cost** | * Increase | * Decrease | * Modify |
| Description: | | | |
| **Schedule** | * Increase | * Decrease | * Modify |
| Description: | | | |
| **Stakeholder Impact** | * High risk | * Medium risk | * Low risk |
| Description: | | | |
| **Project Documents** | | | |

**Comments**

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**CHANGE REQUEST**

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| --- | --- | --- | --- |
| **Disposition** | * Approve | * Defer | * Reject |

**Justification**

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**Change Control Board Signatures**

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