

Change Request Form

The following questions must be addressed when assessing the impact of a change request.

Review by client:

- Does the Change Request impact on contractual obligations?
- Is the problem covered by warranty or is it an enhancement request?
- What will be the impact of not addressing the request?
- If the change is valid, what is the priority?

Review by us:

- Does Change Request impact on contractual obligations?
- Is the problem covered by warranty or is it an enhancement request?
- What impact does the request have on the current project, or should the change be even considered?
- QA team assesses the impact on the end user and/or any other portion of the system.
- The costs (time & dollars) associated with implementing the request?
- The implementation strategy (who will do the work, the time required and when can the work be performed)?
- What effect does the impact assessment and implementation of the change have on the project schedule?

CHANGE REQUEST ID - _____		PRIORITY (Hi/Mod/Lo):	
Project Name:			
Project Phase:		Date Requested (yyyymmdd):	
Project Manager:		Date Required (yyyymmdd):	
Explanation/Why Required			
Description of the Change			
Cost of the Change			
Impact Assessment			
Impacted By:		Impact Assigned (yyyymmdd)	
Effort		Impact Complete (yyyymmdd)	
Impact on schedule and staffing:			
Recommended Action:			
Authorizations			
Name:	(Instantiated)	Position:	Project Manager
Signature:		Date:	
Name:	(Client)	Position:	Project Director
Signature:		Date:	