# Change Request Form

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| **Project Name:** *Enter Project Name* | **Request #:** *Number to be entered by Senior Project Director* |
| **Date of Request:** *Enter date of request* | **Requested By:** *Person requesting change* |
| **Change Category (Check all that apply):**  □ Schedule □ Cost □ Scope □ Resources  □ Testing/Quality □ Requirements/Deliverables | |

**Request Description:**

*Describe the change being requested. Be as specific as possible.*

**Reasons / Goals for Change:**

*Describe the reasons and purpose of request (what is the business or technical driver).*

**Recommendations:**

*This area should include recommendations by the team that is bringing the change request forward. There is a potential for multiple recommendations for solutions based on analysis.*

**Impacts (Cost, Scope, Schedule, and/or Quality):**

*For each recommendation, a narrative of the impacts to CSSQ should be included.*

**Solution:**

*This area should define the most appropriate solution to attain the desired objective. This is determined by the approving authority.*

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| **Disposition:**  □ Approve □ Reject □ Defer |

# Authorization/Sponsor Acceptance

*The Senior Project Director will identify the appropriate approval body and forward for signatures.*

*(Delete all instructions prior to finalizing document.)*

Date:

<Project Sponsor>

<Project Sponsor Title>

Date:

<Project Sponsor>

<Project Sponsor Title>

Date:

<Project Sponsor>

<Project Sponsor Title>