## Submitter Information

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Task Name: |  | Request Type |  | Problem |  | Requirements Change |  | Other |
| Submitted by: |  | Submitter Email: |  | Submission Date: |  |
| Submitter Priority: |  | Low |  | Medium |  | High |  | Mandatory |
| Brief description of change: |  |
| Reason for change, including benefits: |  |
| Issues or concerns with change |  |
| Signature: |  | Date Signed: |  |

Change Request Analysis
*To be completed by the project team*

|  |  |  |  |
| --- | --- | --- | --- |
| Change Request Report #: | [CR001] | Review Date: |  |
| Change Type: |  | Scope |  | Schedule |  | Cost |  | Resources |  | Deliverables |  | Processes |  | Quality |
| Hours Impact: |  |
| Project duration impact: |  |
| Project schedule impact: |  |
| Cost impact: |  |
| Resource impact: |  |
| Comments: |  |
| Recommendations: |  |
| Project Manager Signature: |  | Date Signed: |  |

## Change Control Board Approvals

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Decision: |  | Approved |  | Approved with Conditions |  | Rejected |  | More Info |
| Decision Date: |  |
| Decision Explanation: |  |
| Conditions: |  |
| Steering Team Chairperson Signature: |  | Date signed: |  |

Assignment
*To be completed by the project manager*

|  |  |  |  |
| --- | --- | --- | --- |
| Assigned to |  | Date: |  |
| Planned release date: |  |