

CHANGE REQUEST FORM

Formal request to modify scope, schedule, budget, or baseline documents

Template T-23 · Chapter 13: Change Management · radimkaufmann.com

1. CHANGE IDENTIFICATION

Change Request ID	<i>e.g. CR-2026-001</i>	Date Submitted	<i>DD/MM/YYYY</i>
Project		Project Manager	
Requested By	<i>Name / Role</i>	Priority	<i>Critical · High · Medium · Low</i>
Category	<i>Scope · Schedule · Budget · Technical · Regulatory</i>	Version	<i>1.0</i>

2. CHANGE DESCRIPTION

What change is being requested?

Describe clearly what is to be added, removed, or modified. Reference the relevant section of the scope statement, contract, or baseline document.

Why is this change needed? (Business Justification)

Explain the business, technical, or contractual reason. Include consequences of NOT implementing the change.

3. IMPACT ANALYSIS

Impact Area	Analysis	Assessment
Scope	<i>What deliverables or work packages are affected?</i>	<i>None / Minor / Moderate / Major</i>
Schedule	<i>Impact on project end date or key milestones?</i>	<i>+ ___ days / No impact</i>
Budget / Cost	<i>Additional cost or saving?</i>	<i>+ \$___,000 / No impact</i>
Resources	<i>Changes to team or external resource requirements?</i>	<i>Additional resource: ___</i>
Quality / Technical	<i>Impact on architecture, quality, or test scope?</i>	<i>None / Review required</i>
Contractual / Legal	<i>Impact on contract, SLA, or compliance?</i>	<i>Amendment required: Y/N</i>
Risk	<i>New risks or changes to existing risks?</i>	<i>Risk ID ___ updated in T-15</i>
Stakeholders	<i>Parties affected and communication required?</i>	<i>Notify: ___</i>

4. OPTIONS CONSIDERED

Opt.	Description	Pros / Cons	Cost / Schedule
A			
B			
C (Do Nothing)			

Recommended Option & Rationale

State the recommended option and explain why it best balances cost, risk, and benefit.

5. REVIEW CHECKLIST & DECISION

Review Criterion	Checked?	By
Change is within project mandate / contractual scope	✓ / X	
Schedule impact has been assessed and documented	✓ / X	
Budget impact has been quantified and funding confirmed	✓ / X	
Technical feasibility confirmed by lead engineer / architect	✓ / X	
Risk register updated (T-15)	✓ / X	
Customer / affected stakeholders have been informed	✓ / X	
No regulatory or contractual barriers identified	✓ / X	
Change can be implemented without impacting other workstreams	✓ / X	

<input type="radio"/> APPROVED	<input type="radio"/> REJECTED	<input type="radio"/> DEFERRED	<input type="radio"/> MORE INFO
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Decision Notes / Conditions
<i>Document any conditions attached to the approval, or reasons for rejection/deferral.</i>

6. AUTHORIZATION & SIGNATURES

Role	Name	Signature	Date
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Change Requestor			
Project Manager			
Project Sponsor			
Customer Representative			

7. IMPLEMENTATION TRACKING

Implementation Action	Owner	Due Date	Status
			<i>Open / Done</i>
			<i>Open / Done</i>
			<i>Open / Done</i>
			<i>Open / Done</i>
			<i>Open / Done</i>

From the book: **Project Management: From Initiation to Closure**

Every change to scope, schedule, or budget must pass through formal change control. An undocumented change is a broken promise — to the customer, the team, and the contract.

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