

Change Control Form

Project Name:	
Change Request #:	

Instructions: The **General Information** and **Proposed Change** portions of this form are to be completely filled out by the requester and delivered to the Project Manager. The Project Manager will research the impacts and needs to complete the requested change and complete the **Project Manager Review** portion of this form. The approval authority for the project from the company and customer will then sign the **Approval** portion before any work can take place and return the form to the Project Manager for action. The Project Manager will take appropriate action to implement the approved Change Request, documenting the change in the **Work Record** portion of this form. The Project Manager will complete the **Post-Change** section and the completed form will be retained as part of the permanent project file.

General Information (completed by requester)

Change Request Submitted by:	
Date Submitted:	
Submitter Phone # and eMail:	
Person Requesting Change:	
Date Requested:	
Requester Phone # and eMail:	
Related Change Request Numbers:	

Proposed Change (completed by requester)

Title of Change:	
Description of Change:	
Reason for Change:	
Requested Completion Date:	

Project Manager Review (completed by Project Manager)

Hardware Required for Change:							
Software Required for Change:							
Action Required for Change:							
Timeline Impact:							
Cost Impact:							
Resource Impact:							
Quality Impact:							
Overall Impact:							
Project Manager Recommendation:	<table border="1"> <tr> <td>Approved</td> <td><input type="checkbox"/></td> <td>Denied</td> <td><input type="checkbox"/></td> <td>Approved with Specific Conditions</td> <td><input type="checkbox"/></td> </tr> </table>	Approved	<input type="checkbox"/>	Denied	<input type="checkbox"/>	Approved with Specific Conditions	<input type="checkbox"/>
Approved	<input type="checkbox"/>	Denied	<input type="checkbox"/>	Approved with Specific Conditions	<input type="checkbox"/>		
If Approved with Specific Conditions, List Conditions:							
If Denied, List Reasons for Denial:							
PM Comments:							
Project Manager:							
Project Manager Signature:							
Date Signed:							

Change Control Form

Approvals

This Change Request is approved, and the Project Manager is authorized to adjust timelines, costs and resources as noted above.

Customer <i>(completed by the client's Person of Authority)</i>	
Change Approved by:	
Date:	
Signature:	
Change Approved by:	
Date:	
Signature:	
Company <i>(completed by the company's Person of Authority)</i>	
Change Approved by:	
Date:	
Signature:	
Change Approved by:	
Date:	
Signature:	

Work Record *(completed by Project Manager)*

Change Assigned To:	
Date:	
Estimated date of Completion:	
Actual Date Completed:	
Actual Hours for Completion:	
Description of Action Taken (Please attach any documents required to support this change)	
Work Completion Certified by:	
Date:	
Signature:	

Post-Change *(completed by Project Manager)*

Actual Hardware Required:							
Actual Software Required:							
Actual Action Required:							
Actual Timeline Impact:							
Actual Cost Impact:							
Actual Resource Impact:							
Actual Quality Impact:							
Actual Overall Impact:							
Post-Change PM Comments:							
Post-Change PM Checklist:	<table border="0"> <tr> <td><input type="checkbox"/> Timeline adjusted</td> <td><input type="checkbox"/> Timeline not adjusted</td> </tr> <tr> <td><input type="checkbox"/> Financials adjusted</td> <td><input type="checkbox"/> Financials not adjusted</td> </tr> <tr> <td><input type="checkbox"/> Resources adjusted</td> <td><input type="checkbox"/> Resources not adjusted</td> </tr> </table>	<input type="checkbox"/> Timeline adjusted	<input type="checkbox"/> Timeline not adjusted	<input type="checkbox"/> Financials adjusted	<input type="checkbox"/> Financials not adjusted	<input type="checkbox"/> Resources adjusted	<input type="checkbox"/> Resources not adjusted
<input type="checkbox"/> Timeline adjusted	<input type="checkbox"/> Timeline not adjusted						
<input type="checkbox"/> Financials adjusted	<input type="checkbox"/> Financials not adjusted						
<input type="checkbox"/> Resources adjusted	<input type="checkbox"/> Resources not adjusted						
Date Filed as Complete:							