office printable .com

# CHANGE REQUEST

| PROJECT | CR NO. | REQUESTED BY | DATE | PRIORITY |
|---|---|---|---|---|
| | | | | |

CHANGE REQUESTED (WHAT EXACTLY)

REASON / BENEFIT

## Impact

Scope / deliverables

Schedule (days)

Quality / risk

Other work affected

## Cost estimate

| Work / item | Hours / qty | Rate | Cost |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| **Total extra cost** | | | |

OPTIONS (INCLUDING DOING NOTHING)

**DECISION**

❑ Approved ❑ Approved with changes ❑ Deferred ❑ Rejected

Approved by (sponsor / client) Project manager Date