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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