**[A green sign with white text

Description automatically generated with medium confidence](https://www.smartsheet.com/try-it?trp=11909&utm_source=template-word&utm_medium=content&utm_campaign=Change+Request+Form-word-11909&lpa=Change+Request+Form+word+11909)CHANGE REQUEST FORM TEMPLATE**

CHANGE REQUEST FORM

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CHANGE DETAILS |  | Project Name | | | | | | | | | |  | Change No. |
|  |  | | | | | | | | | |  |  |
|  | Change Name | | | | | | | | | |  | Date of Request |
|  |  | | | | | | | | | |  |  |
|  | Requested By | | | | Requester’s Contact Information | | | | | |  | Date Needed |
|  |  | | | |  | | | | | |  |  |
|  |  | | | |  | | | | | |  |  |
|  | PRIORITY |  |  | HIGH |  |  | MEDIUM |  |  | LOW |  |  |

|  |  |
| --- | --- |
| Description of Change |  |
| Reason  for Change |  |

|  |  |  |  |
| --- | --- | --- | --- |
| CHANGE IMPACTS |  | Scope |  |
|  | Deliverables |  |
|  | Cost |  |
|  | Resources |  |
|  | Timeline |  |
|  | Stakeholders |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| RISK ANALYSIS |  | Risk Identification | |  | Probability of Risk |
|  |  | |  |  |
|  |  | | | |
|  | Risk Mitigation Strategies |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DECISION | |  | Project Manager Name | Signature | Date |
|  | ACCEPTED |  |  |  |  |
|  | REJECTED |  | Decision-Maker Name & Title | Signature | Date |
|  | More Info Requested |  |  |  |  |

|  |
| --- |
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