**Change Control Form Template**

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| **PROJECT TITLE** |  | **PROJECT SPONSOR** |  |
| **CHANGE REQUEST** |
| **ORIGINATOR NAME** |  | **DATE OF REQUEST** |  |
| **ORIGINATOR CONTACT INFO** |  | **CHANGE** **ID NO.** |  |
| **ITEMS TO BE CHANGED** |  | **ARGUMENT REFERENCE(S)** |  |
| **CHANGE DESCRIPTION** |  | **ESTIMATED FINANCIAL IMPACT** |  |
| **ESTIMATED TIMELINE IMPACT** |  | **PRIORITY / CONSTRAINTS** |  |
| **CHANGE EVALUATION** |
| **ASPECTS AFFECTED** | **WORK REQUIRED** |
|  |  |
| **RELATED REQUESTS** |  | **DATE EVALUATED** |  |
| **EVALUATOR NAME** |  | **EVALUATOR SIGNATURE** |  |
| **CHANGE APPROVAL** |
| **ACCEPTED - REJECTED - HOLD** | **DATE APPROVED** |  |
| **APPROVED BY** |  | **SIGNATURE** |  |
| **COMMENTS** |  |
| **CHANGE IMPLEMENTATION** |
| **ASSET** |  | **IMPLEMENTER** |  |
| **DATE EXECUTED** |  | **SIGNATURE** |  |

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| **CHANGE** **ID NO.** | **AUTHORIZER** | **CHANGE DESCRIPTION** | **DATE EVALUATED** | **DATE EVALUATED** | **DATE APPROVED** | **DATE EXECUTED** |
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