# Change request

## 1. BASIC INFORMATION ON THE CHANGE REQUESTED

| Project name | Insert project identification, programme or tasks which the change concerns. |
| Identification of changes | Insert the description of the change requested. |
| Request placed by | Anybody | Contact details | Insert your contact details |
| Description of requested change | Explain the change including the proposed action. |
| Date of raising the request | dd/mm/yyyy | Requested deadline for dealing with the change request | dd/mm/yyyy |
| Priority | | |
| Justification for change | Justify why you are requesting that this change should be carried out |
| Comments | Insert any other potential comments. |
| Annexes or references | Yes | No | Name of the annex or reference | Insert the identification of the annex or reference related to the change proposed. |

## 2. ANALYSIS OF THE CHANGE REQUEST

| Impact on the objective/outputs | What will the impact of the change on project objectives and outputs be? |
| Impact on the budget | What will the impact on the project budget be? |
| Impact on the time schedule | What will the impact on the time schedule of the project be? |
| Other impacts | What other impacts will the change bring? |
| Comments | Insert any other potential comments. |
| Recommendations Y/N; procedure | Insert your recommendations, if and how the change should be implemented. |
| Analysis carried out by | Project manager | Date | dd/mm/yyyy |

## 3. DECISION ON CHANGES

| Decision | Authorised | Authorised with amendments | Rejected | More information |
| Justification of the decision | Insert your justification. |
| Comments | Insert any other potential comments. |
| Who will provide information | Insert the name of the person responsible for informing the stakeholders about the change. |
| Approved by | Depending on change classification | Date | dd/mm/yyyy |