**Project Change Request Template**

**Document Guidelines**

The Project Change Request summarizes the impact that a proposed change(s) would have on the execution of a project and is a key document in the [Project Change Control Procedure](http://carleton.ca/ccs/project-office/wp-content/uploads/ProjectChangeControlProcedure.pdf). This document is used to communicate a significant change in *project scope, deliverables, budget, schedule, and/or resourcing*, while also documenting the reasons that necessitated the change. This template outlines the content and format of project change requests to be used for all information systems projects. *The* [*Project Management Office*](http://www.carleton.ca/ccs/project-office) *is your resource for completing this document.*

Specifically, a Project Change Request is required in the following circumstances:

* *Additional funding of more than 10% of the approved project budget will be needed*
* *Additional time of greater than 10% of original end date will be required to complete the project*
* *Additional project resources will be required that were not included in the Project Charter*
* *Changes in project scope and/or deliverables will be required to achieve the objectives of the project*
* *Project sponsor determines that strategic visibility for a project change or other project decisions is necessary*

The change outlined in this document will be reviewed by either the CIO or the Information Systems Steering Committee for approval. As a result, the completion of all sections of this document with sufficient information is necessary to facilitate that decision.

**Text in gray is instructions for completing the template and should be removed from the final version. Sections in this document should not be removed or reordered.**

**Project Change Request**

**Project #** [enter Project Number here...]

|  |  |
| --- | --- |
| **Project Name** | [Enter name of project] |
| **Description** | [Add the description of the project as taken from the Project Charter] |
| **Project Sponsor** | [Name], [Position], [Department] |
| **Author(s)** | [Name], [Position], [Department] |
| **Date** | July 21, 2014 |

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**Description**

Provide a brief description of the reasons that necessitated the change to the project.

[Enter Description here…]

**Proposed Change**

Describe the project change required to achieve the objectives set out in the Project Charter. Provide details of the impacts of the change(s) to project scope, deliverables, budget, scheduling and/or resourcing.

[Enter Proposed Change here…]

**Benefits**

List the benefits of making the change. This includes the benefits to the project outcomes, to individual departments and to the institution, and how project quality will be improved.

* [Benefit #1…]
* [Benefit #2…]

**Consequences**

List the consequences of *not* making the change. This includes the consequences to the project outcomes, to individual departments and to the institution, and the risks that could be incurred in not pursuing this change.

* [Consequence #1…]
* [Consequence #2…]

**For Project Management Office Use Only**

|  |  |
| --- | --- |
| **Decision** | [Approved, Approved with Conditions, Rejected] |
| **Decision Date** | [Date] |
| **Budget Approved** | [$ 0.00] |
| **Budget FOAPAL** | [FOAPAL] |
| **Comments/Notes** | [Notable comments and explanations from CIO/ISSC] |