## Submitter Information

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Task Name: |  | | | Request Type |  | Problem |  | | | Requirements Change | |  | | Other |
| Submitted by: |  | | | Submitter Email: |  | | Submission Date: | | | | | |  | |
| Submitter Priority: |  | Low |  | Medium |  | High | | |  | | Mandatory | | | |
| Brief description of change: |  | | | | | | | | | | | | | |
| Reason for change, including benefits: |  | | | | | | | | | | | | | |
| Issues or concerns with change |  | | | | | | | | | | | | | |
| Signature: |  | | | | | | | Date Signed: | | | |  | | |

Change Request Analysis  
*To be completed by the project team*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Change Request Report #: | [CR001] | | | | Review Date: | | | |  | | | | | | | | |
| Change Type: |  | Scope |  | Schedule |  | Cost |  | Resources | | |  | Deliverables | |  | Processes |  | Quality |
| Hours Impact: |  | | | | | | | | | | | | | | | | |
| Project duration impact: |  | | | | | | | | | | | | | | | | |
| Project schedule impact: |  | | | | | | | | | | | | | | | | |
| Cost impact: |  | | | | | | | | | | | | | | | | |
| Resource impact: |  | | | | | | | | | | | | | | | | |
| Comments: |  | | | | | | | | | | | | | | | | |
| Recommendations: |  | | | | | | | | | | | | | | | | |
| Project Manager Signature: |  | | | | | | | | | Date Signed: | | |  | | | | |

## Change Control Board Approvals

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Decision: |  | Approved |  | Approved with Conditions |  | Rejected | |  | More Info |
| Decision Date: |  | | | | | | | | |
| Decision Explanation: |  | | | | | | | | |
| Conditions: |  | | | | | | | | |
| Steering Team Chairperson Signature: |  | | | | Date signed: | |  | | |

Assignment  
*To be completed by the project manager*

|  |  |  |  |
| --- | --- | --- | --- |
| Assigned to |  | Date: |  |
| Planned release date: |  | | |