# Change Control #:

|  |  |
| --- | --- |
| Project Name: | [Enter Project Name] |
| Project Number: | [Enter Project Code Number] |
| Initiator: | [Enter Change Initiator’s Name] |
| Initiator Contact: | [Enter Initiator’s Contact Information] |
| Project Manager: | [Enter Project Manager’s Name] |
| Contact Number: | [Enter Project Manager’s Contact Information] |
| Type of Change: | [Enter Type of Change (e.g. Scope, Schedule, Budget, Other)] |

# Description of Change

[Describe the change in detail, including background information about the source of the change, and any other pertinent information. The change should refer to the original baseline plan to describe its nature. Include actions and resources required to implement the change.]

# Impact Assessment

## Impact on Deliverables:

[Insert new/modified deliverable description, specifications and acceptance criteria.]

## Impact on Work:

[Insert new/modified WBS.]

## Impact on Resources:

[Insert new/modified resource assignments and estimates.]

## Impact on Schedule:

[Insert new/modified schedule and milestones.]

## Impact on Budget:

[Insert new/modified task expenses, resource expenses, and cash flow.]

## Risks:

[Insert new/modified risk events, triggers, symptoms, probability, impact, score, exposure, response type, response strategy, responsibility, and monitoring actions.]

## Impact on Other Projects:

[Explain impacts on other projects as a result of the change.]

## Impact on Stakeholders:

[Insert new/modified stakeholder analysis.]

## Other Impacts:

[Explain any other impacts from the change.]

## Communication Requirements:

[Explain how the change will be communicated, to and from whom.]

# Change Authorization

Before proceeding with the change, the authorization signature must be obtained. If the Sponsor does not have sufficient technical background, approval may be required from a knowledgeable advisor.

This project change is authorized by the Sponsor. By signing this document, the following person authorizes the project to proceed based on the changes documented herein, and acknowledges that they have been informed of the impacts of the changes to the project:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Requested by: |  |  | Date Requested: |  |
|  | Name  Position |  |  |  |
| Approved by: |  |  | Date Approved: |  |
|  | Name  Position |  |  |  |
| Authorized by: |  |  | Date Authorized: |  |
|  | Name  Position |  |  |  |