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| **CHANGE REQUEST FORM** | | |
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| **Change Description** | | |
| **Project Name:** | **Change Name:** | **Change Number:** |
|  |  |  |
| **Requested By:** | | **Date:** |
| **Description of Change:** | | |
| **Reason for Change:** | | |
| **Priority [Circle One]: 1. High 2. Medium 3. Low** | | |
| **Impact on Deliverables:** | | |
| **Impact of Not Responding to Change (and Reason Why):** | | |
| **Date Needed:** | **Approval of Request:** [Name of person who will be approving] | |

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| **Change Impact** |
| **Tasks/Scope Affected:** |
| **Cost Evaluation:** |
| **Risk Evaluation:** |
| **Quality Evaluation:** |
| **Additional Resources:** |
| **Duration:** |
| **Additional Effort:** |
| **Impact on Deadline:** |
| **Alternative and Recommendations:** |
| **Comments:** |

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| --- | --- |
| **Sign Offs** | |
| **[Circle One]: 1. Accepted 2. Deferred 3. Rejected 4. More Info Requested** | |
| **Comments:** | |
| **Project Manager Signature:** | **Date:** |
| **Decision Maker Signature:** | **Date:** |