

Project Change Request

Information Technology Services



Project Information

Project Title: _____

Project Manager: _____

Sponsor: _____

Creation Date: _____

Revision Date: _____

Created By: _____

Change Information

Change Name: _____

Description of Change: _____

Reason for Change: _____

Change Impact

Scope:

Expand

Reduce

Clarify

Requirements:

Expand

Reduce

Clarify

Deliverables:

Increased Functionality

Reduced Functionality

Revised Functionality

Schedule:

Lengthen

Shorten



Revised: 07/15/2023



PMBOK 5th ed. 2014

Project Change Request

Information Technology Services



Resources:

Increase

Decrease

Budget:

Increase

Decrease

Impact Details

Scope: _____

Requirements: _____

Deliverables: _____

Schedule: _____

Resources: _____

Budget: _____

Denial Impact: _____

Change Authorization

Role

Project Manager

Approval

Denied

Signature: _____

Date: _____



Revised: 07/15/2023



PMBOK 5th ed. 2014

Project Change Request

Information Technology Services



Sponsor

Approval

Denied

Signature: _____

Date: _____

CIO

Approval

Denied

Signature: _____

Date: _____

Denial Reason (if applicable): _____



Revised: 07/15/2023



PMBOK 5th ed. 2014