# Project Change Request

## [Project Name]

### Version of TAC 216 Companion Guide: [Version]

### Start: [Date]

### Projected End: [Date]

### Change Request ID: [ID]

Submit the document to the PPMO/PMO or Portfolio Director, Project Sponsor, Business Owner, and where applicable, CFO, for approval.

| **Approver Name** | **Approver Title** | **Signature** | **Date** | **Recommendation** |
| --- | --- | --- | --- | --- |
|  |  |  |  | [ ]  Approve[ ]  Reject |
|  |  |  |  | [ ]  Approve[ ]  Reject |
|  |  |  |  | [ ]  Approve[ ]  Reject |
|  |  |  |  | [ ]  Approve[ ]  Reject |

**Note to the Author**

Use this template to help you write a project change request. The template includes instructions to the author, boilerplate text, and fields that should be replaced with specific project values.

**Blue** text enclosed in angle brackets (<text>) either provides instructions to the document author, or describes the intent, assumptions and context for content included in this document. **Delete the blue text** as you fill out the document.

**Brown** text enclosed in square brackets ([text]) indicates an example. **Replace the brown text** as you fill out the document.

**Please delete this page before signing the change request.**

#### Section 1. Change Request Definition

#### Description

<Describe the proposed change.>

#### Justification

<Explain why the proposed change is necessary.>

#### Impact of Not Implementing

<Explain the impact if the proposed change is not implemented.>

#### Alternatives

<Provide alternatives that could be implemented instead of the proposed change.>

#### Section 2. Change Request Analysis

#### Impact to Project

<Describe how the change impacts the project.>

| Project Area | Impacted (Y/N) | Description |
| --- | --- | --- |
| Scope |  |  |
| Cost/Budget |  | Original Budget:New Budget:  |
| Timeline/Schedule |  | Original Project Finish Date: New Project Finish Date |
| Major Deliverables/ Outcomes |  | Original Milestone/Deliverable Completion Date:New Milestone/Deliverable Completion Date: |
| Contract Amendment/Change |  |  |
| Other |  |  |

#### Institution/Agency Priority

<Choose the importance of this change to the project.>

[ ]  High

[ ]  Medium

[ ]  Low

#### Section 3. Additional Information

<Provide any additional information the approvers need to make a decision.>

#### Section 4: Decision

<Indicate the approvers’ overall decision on whether the change is accepted.>

[ ]  Approved to include in the project

[ ]  Deferred

[ ]  Rejected

<Provide a brief explanation of the decision if needed.>