|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project name** | Project name | | | |
| **Change ID** | Unique numeric identifier | | *Status* | |
| **Requester** | Name of the person requesting the change | | | |
| Contact details | | | |
| Date | | | |
| **Change** | Description of the change required | | | |
| **Alternatives analysis** | What alternatives are there to the requested change?  Why is the requested change the preferred option? | | | |
| **Impacts** | *Scope* | Commentary | | |
| *Schedule* | Commentary | | |
| *Budget* | Commentary | | |
| *Other* | Commentary | | |
| **Risk analysis** | Show consideration of primary, secondary and residual risks | | | |
| **Authorised** | Signature of person authorising change | | | |
| Name of person authorising change | | | |
| Date | | | Status |
| **Actions** | Update WBS | | Owner | ✓ |
| Update Schedule | | Owner | ✓ |
| Update Budget | | Owner | ✓ |
| Update Risk Register | | Owner | ✓ |
| Update Stakeholders | | Owner | ✓ |
| Other | | Owner | ✓ |

**Status indicator:** Closed | Approved – pending action | Open / unresolved