|  |  |
| --- | --- |
| **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