**Project Change Request**

**(Captures proposed changes to agreed PMP)**

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**Document Version**

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| --- | --- |
| Project Name |  |
| Project Sponsor |  |
| Project Manager |  |
| Change Request Number |  |
| Date Raised |  |
| Change Raised By |  |

1. **Description of Change**
2. **Impact to Project Time, Cost, Resources, Benefits, Quality, Scope**
3. **Impact to Post-Project Operations**
4. **Other Options Considered**

1. **Steps Required to Deploy Change**
2. **Approval**

sign / date

Project Sponsor

sign / date

Project Manager