

PROJECT CHANGE REQUEST

1.	Project Name:	
2.	Project Sponsor:	
3.	Project Contact:	
4.	Task Code from ITPP:	
5.	Requested By:	
6.	Date of Request:	
7.	Project Change Request #:	
8.	Description of Proposed Change:	
9.	Reason for the Request:	
10.	If further investigation required, individual taking the lead:	
11.	Cost Impact:	
12.	Schedule Impact:	
13.	Resource Impact:	
14.	Other Impacts:	
15.	Disposition of the Request	
16.	If approved, individual(s) responsible for change:	
17.	Agreed by:	
18.	Other Supporting Information:	

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Guidelines: *This form is suggested to capture and document proposals for changes to a project. A change is anything that alters or is not covered in a project baseline. The Project Change Request form captures information regarding a proposed change, including change description, justification and impact. The Project manager uses this document to record the impact proposed changes will have on cost, schedule and resources. This document also records the disposition of the proposal (accept/reject/defer).*

The form is completed by the individual proposing the change and is forwarded to the project manager and/or project sponsor for review and analysis. Large projects may have an issue resolution/change request procedure in place in which case those procedures should be followed. This document is suggested in the absence of a Change Management Plan for the project.

Significant changes in the baseline for Tier 1 and Tier 2 projects must be brought to the attention of the CIO and may require a re-scoring and re-prioritizing of the project.

Significant is defined as:

- *The total work hours have increased by 10%. Note, that while individual tasks and estimates may change, only the variance in total hours raises a concern.*
- *A mandated implementation date will not be met*
- *The expected delivery date of any major phase or major deliverable will not be met.*
- *A non-mandated implementation date will vary by one month.*
- *The updated NPV no longer shows a positive outcome.*
- *A positive NPV that increases or decreases by 10%*
- *The payback period increases by one year*
- *Other significant costs or benefit changes. Significant is based on the Project Manager and/or Project Sponsor's judgment.*
- *A new risk and severity assessment moves the project on the Risk and Severity grid to a higher review level.*

The analysis for the change may include a refined work plan, updated cost-benefit analysis, and/or updated risk analysis. The impacts of the change may also require a re-scoring of the project using the Project Scorecard and reassessment of the project's priority within DWD.