|  |  |  |
| --- | --- | --- |
| Project Name: | Prepared By | Date Prepared |
| Customer (department) | Contact | Contact Phone |

**Initiator Information**

|  |  |  |
| --- | --- | --- |
| Name of initiator | Phone | Organizational name |

**Change Information**

|  |
| --- |
| Nature of Change (describe in detail and include the reason for the change and the benefit to the project) |
| Does this change create a scope change?  No  Yes |

**Impact Information (To be completed by Project Team)**

|  |  |  |
| --- | --- | --- |
| Organizaitonal Impact  Facilities  Training | Service/Product/ Process  Budget  Project Team | Procurement  Communication |

|  |
| --- |
| Detail breadth of change/impact to project COST, including organizational responsibilities |
| Detail breadth of change/impact to project Schedule, including organizational responsibilities |
| Detail breadth of change/impact to project Quality, including organizational responsibilities |

**Impact Information (To be completed by Technology Team)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Data Services  Data Warehouse  Human Factors  Engineering | | Middleware  Engineering  Enterprise Architcture | | Network Engineering  Other: |
| Detail breadth of change/impact to project Cost, including organizational responsibilities | | | | |
| Detail breadth of change/impact to project Schedule, including organizational responsibilities | | | | |
| Detail breadth of change/impact to project technical specifications, including organizational responsibilities | | | | |
|  | | | | |
| Approved | Not Approved | | *Signature if Req.* | |
| Approved | Not Approved | | *Signature if Req.* | |