|  |  |  |
| --- | --- | --- |
| 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? NoYes |

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

|  |  |  |
| --- | --- | --- |
| Organizaitonal ImpactFacilitiesTraining | Service/Product/ ProcessBudgetProject Team | ProcurementCommunication |

|  |
| --- |
| 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 ServicesData Warehouse Human FactorsEngineering | MiddlewareEngineeringEnterprise Architcture | Network EngineeringOther:  |
| 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.* |