**Purpose of the Document**

Use project change request to inform the Executive Sponsor, Project Sponsor and Stakeholders of significant project changes. It is important to get approval for the requested change(s) prior to implementation.

***Template Instructions***

*Note that the information in italics is guidelines for creation of the document sections. To adopt this template for project use, delete all italicized instructions and modify as appropriate*

**Project Information**

|  |  |
| --- | --- |
| **Request Date:** | *Enter Request Date* |
| **Requestor Name:** | *Enter the Requestor Name* |
| **Business Area:** | *Enter the Division/College Name* |
| **Project Title:** | *Enter the Project Name* |
| **Project Description:** | *Enter the original project description.* |
| **Project Scope:** | *Enter the original scope.* |

**Summary of Changes**

|  |
| --- |
| *Briefly describe the reason for the change*. |
| *Briefly describe the major changes to the overall budget, scope and timeline.* |

**Revised Milestones**

|  |  |
| --- | --- |
| **Milestone Description** | **Month Complete** |
|  |  |
|  |  |
|  |  |
|  |  |