

PROJECT CHANGE CONTROL TEMPLATE

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PROJECT TITLE

PROJECT SPONSOR

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CHANGE REQUEST

ORIGINATOR NAME

DATE OF REQUEST

CHANGE ID NO.

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CONTACT INFORMATION

ITEMS TO BE CHANGED

ARGUMENT REFERENCE(S)

CHANGE DESCRIPTION

ESTIMATED FINANCIAL IMPACT

ESTIMATED TIMELINE IMPACT

PRIORITY / CONSTRAINTS

CHANGE EVALUATION

ASPECTS AFFECTED

WORK REQUIRED

RELATED REQUESTS

EVALUATOR NAME

SIGNATURE

DATE EVALUATED

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CHANGE APPROVAL

SELECT ONE

COMMENTS

ACCEPTED

REJECTED

HOLD

APPROVED BY

SIGNATURE

DATE APPROVED

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CHANGE EVALUATION

ASSET

IMPLEMENTED BY

SIGNATURE

DATE EXECUTED

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