

PROJECT CHANGE REPORT SAMPLE

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PROJECT TITLE

PROJECT SPONSOR

Project PLS Update

Change Corporation

CHANGE REQUEST

ORIGINATOR NAME

DATE OF REQUEST

CHANGE ID NO.

Jane Doe

October 1st

00000

CONTACT INFORMATION

(555) 000-0000 / Jdoe@changecorp.com

ITEMS TO BE CHANGED

Production line software

ARGUMENT REFERENCE(S)

See Control Report 00011 – September 8th

CHANGE DESCRIPTION

Production line software needs updating

ESTIMATED FINANCIAL IMPACT

Approximately \$8,000

ESTIMATED TIMELINE IMPACT

Seven days

PRIORITY / CONSTRAINTS

High priority / speed and effectiveness of the software update

CHANGE EVALUATION

ASPECTS AFFECTED

Production

WORK REQUIRED

Software update

RELATED REQUESTS

Not applicable

EVALUATOR NAME

SIGNATURE

DATE EVALUATED

T. Smith

T. Smith

October 9th

CHANGE APPROVAL

SELECT ONE

COMMENTS

ACCEPTED

REJECTED

HOLD

APPROVED BY

SIGNATURE

DATE APPROVED

H. Jones

H. Jones

October 11th

CHANGE EVALUATION

ASSET

IMPLEMENTED BY

SIGNATURE

DATE EXECUTED

K. Grant

K. Grant

October 17th



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