

Change Control Process

Project Members:

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This change form is to be completed and processed any time there is a change in the project.

Change Request Date: _____ Change Request No. _____

Change Request Description:

1. Determine impact of assessing the change:

- 1.1. *How will reviewing/researching the change request impact the project scope?* (Any change that impacts the scope +/- 25% must be escalated to **Michelle Majors** with Dress for Success for sign-off.)
- 1.2. *How will reviewing/researching the change request impact project costs?* (Any change in budget or scope +/- 25% must be approved by **Michelle Majors** with Dress for Success.)
- 1.3. *How will reviewing/researching the change request impact the project schedule?* (Any change that impacts our ability to meet any given milestone by 5 or more business days must be escalated to **Michelle Majors** with Dress for Success for sign-off.)

2. Determine impact accepting the change will have on the project:

- 2.1. *How will implementing the change request impact the project scope?* (Any change that impacts the scope +/- 25% must be escalated to **Michelle Majors** with Dress for Success for sign-off.)
- 2.2. *How will implementing the change request impact project costs?* (Any change in budget or scope +/- 25% must be approved by **Michelle Majors** with Dress for Success.)
- 2.3. *How will implementing the change request impact the project schedule?* (Any change that impacts our ability to meet any given milestone by 5 or more business days must be escalated to **Michelle Majors** with Dress for Success for sign-off.)

3. Decision:

- Accepted
 Rejected
 Deferred until (specify date or dependency that will trigger a decision).

Date Decided: _____

4. Notification: Notify team and Executive Sponsor of decision to accept, reject, or defer. Update Project Plan as appropriate.