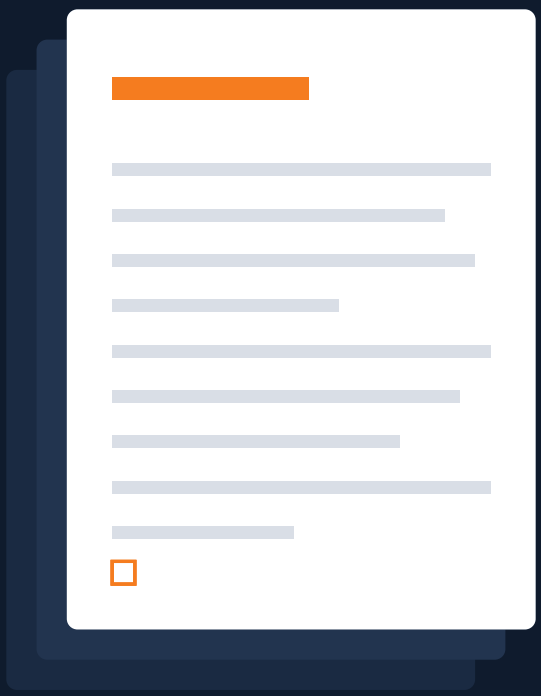
Documentation
Services Lab



FREE TEMPLATE

PROJECT MANAGEMENT

Change Request

A formal request to change project scope, schedule, budget or deliverables.

PHASE

Execution & Monitoring

PRIMARY USERS

PMs, Change Control Boards

About this template

Every change to an approved baseline should go through a Change Request so its impact is assessed and a decision is recorded. This keeps scope creep visible and protects the team and the sponsor.

Detail	
Phase	Execution & Monitoring
Primary users	PMs, Change Control Boards

How to use it

- Replace every *[grey bracketed placeholder]* with your own details.
- Delete the orange **Guidance** boxes and green **Example** boxes before you publish or circulate it.
- Add or remove table rows as needed; keep the section order so readers can find things quickly.

Document Control

Project name		**CR number**	
Requested by		**Date submitted**	
Priority			

01 Change Description

What is being requested	
Reason / justification	
Consequence of not changing	

02 Impact Assessment

GUIDANCE *Assess every area, even if the answer is 'no impact'.*

Area	Impact description	Estimate
Scope		
Schedule		*[+ days]*
Cost		*[+ amount]*
Resources		
Quality		
Risk		

03 Options

Option	Description	Pros / cons
A	*[Approve as requested]*	
B	*[Alternative]*	
C	*[Reject]*	

04 Recommendation

05 Decision

Decision	*[Approved / Rejected / Deferred / More info]*
Conditions	
Decided by	
Decision date	

06 Implementation

Action	Owner	Due
[Update baseline plan]		
[Communicate change]		

07 Approvals

Role	Name	Signature	Date
Requester			
Project Manager			
Change Control Board / Sponsor			

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Documentation Services Lab turns your processes, systems and know-how into clear, audit-ready documents your team will actually use. Hand us your notes, recordings or rough drafts and we deliver a finished, on-brand **Change Request** and anything else you need.

SOPs & process docs

Standard, checklist, visual and compliance SOPs, process maps, operations manuals.

Technical & API docs

API references, integration guides, manuals, specs and knowledge bases.

Quality & compliance

ISO-ready QMS documents, registers, audit checklists, training records.

Project & construction

Charters, plans, RFIs, submittals, daily reports, closeout packages.

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