

Change Request Form

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| Change ID: | <i>Insert ID Number</i> | Today's Date: | <i>Insert Date</i> |
| Project Name: | <i>Insert project name (ex: Managing Client Objections Course)</i> | | |
| Identification of Change | <i>Insert the description for the change (ex: replace existing audio narration with professional narration)</i> | | |
| <i>This section to be completed by the client</i> | | | |
| Change Requestor | <i>Insert name</i> | Contact Info. | <i>Insert contact information (email address, phone number)</i> |
| Description of Change requested | <p><i>Explain the change</i></p> <p><i>(ex: We would like to replace the internally recorded narration and have it replaced with professional narration in the existing course)</i></p> | | |
| <i>This section will be completed by the developer</i> | | | |
| Change Impact | <p>Objectives Impact: <i>What will the impact be on the project objective(s)?</i></p> <p>Schedule Impact: <i>What will the impact be on the time schedule for this project?</i></p> <p>Budget Impact: <i>What will the impact be on the client's budget?</i></p> <p>Quality Impact: <i>What will the impact be on the overall quality of the course?</i></p> <p>Other Impacts: <i>What other impacts will the change bring?</i></p> | | |
| Recommendations | <i>Insert your recommendations, if and how the change should be implemented here</i> | | |
| <i>Approval Signatures</i> | | | |
| Client Approval | | Date | |
| Developer Approval | | Date | |