|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name** |  | | |
| **Change Title** |  | | |
| Change Owner |  | Date |  |
| Sponsor |  | Project Manager |  |

|  |
| --- |
| **Describe** this proposed change and why it is being requested |
|  |
| What’s the **impact** of this change on the project and the wider organisation? |
|  |
| Are there other **options**, other than this suggested change? |
|  |
| If this change is **approved**, what steps are required to make it happen? |
|  |
| Which **stakeholders** have been consulted and do they recommend this change? |
|  |

|  |  |  |
| --- | --- | --- |
| **Has this change been approved or rejected?** | | |
| Approver | Decision | Date |
| Sponsor |  |  |
| Projects Board |  |  |
|  |  |  |