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| --- | --- | --- | --- |
| Project Title |  | **Project ID Number** |  |
| **Project Manager** |  | | |
| **Change Number** |  | | |
| **Requested by** |  | | |
| **Distribution List** |  | | |
| **Date submitted** |  | | |

|  |  |
| --- | --- |
| **1. Detailed description of change** | Include a description of impact on time, cost, quality, scope, benefits, resources etc. |
|  | |
| **2. Justification** | Provide a business case or reason(s) for the change being requested. |
|  | |
| **3. Impact if not implemented** | Describe the impact if the requested change is not implemented as requested. Discuss any issues of timing of implementation. |
|  | |

**Authorisation of Change Request**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Decision** | **Approved**  **Y/N?** | **Approved/rejected by** | **Reason for Approval or Rejection** |
|  |  |  |  |

**PLEASE ENSURE THAT ANY RELEVANT PROJECT DOCUMENTATION IS UPDATED AFTER A CHANGE REQUEST APPROVAL E.G. PROJECT INITIATION DOCUMENT**

**N.B. A copy of the completed change request and other accompanying documentation should be emailed to the Project Office** [**projects@contacts.bham.ac.uk**](mailto:projects@contacts.bham.ac.uk) **for central storage and processing.**

**All latest templates for documents are available from** [**https://intranet.birmingham.ac.uk/it/projects**](https://intranet.birmingham.ac.uk/it/projects)