

# Scope Change Request

Project:	
Date:	Client:
Submitted by:	Phone:

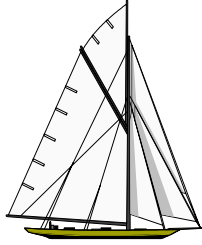
<b>BRIEF DESCRIPTION OF THE CHANGE AND JUSTIFICATION:</b>
(Attach additional page if necessary)

<b>IMPACT OF THE CHANGE TO BUDGET:</b>
----------------------------------------

<b>IMPACT OF THE CHANGE ON SCHEDULE:</b>
------------------------------------------

<b>IMPACT OF THE CHANGE ON QUALITY:</b>
-----------------------------------------

<b>REQUIRED ADDITIONAL HUMAN RESOURCES OR EXPERTISE DUE TO CHANGE:</b>
------------------------------------------------------------------------



**Scope Change Request, continued**

Project: \_\_\_\_\_

**Approvals**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Project Manager

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**---AND---**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Client or Executive Sponsor

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**--OR--**

**DISAPPROVED**

By: _____ Project Manager	Date: _____
Signature: _____	
Title: _____	

