|  |  |  |  |
| --- | --- | --- | --- |
| Project Name |  | **Change Number** |  |
| **Requested By** |  | **Date of Request** |  |
| Presented To |  |  |  |

|  |  |
| --- | --- |
| Change Name |  |

|  |
| --- |
| Description of Change: |
|  |

|  |
| --- |
| Reason for Change: |
|  |

|  |
| --- |
| Effect on Deliverables (including a list of any affected deliverables): |
|  |

|  |
| --- |
| Effect on USP: |
|  |

|  |
| --- |
| Effect on Schedule (including Estimated Completion Date for this change): |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Effect on Project Cost: | | | | |
| Item Description | Hours | | Dollars | |
|  | Reduction | Increase | Reduction | Increase |
|  |  |  |  |  |
| Total Net Change in Cost: |  | |  | |
| Effect of NOT Approving this Change: | | | | | |
|  | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Reason for Rejection (if applicable): | | | | |
| Designer: | | | | |
| **Approved  Rejected** | **Signature:** |  | **Date:** |  |
| Project Manager: | | | | |
| **Approved  Rejected** | **Signature:** |  | **Date:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Client: | | | | |
| **Approved  Rejected** | **Signature:** |  | **Date:** |  |