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

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

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| --- |
| Description of Change:  |
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| --- |
| Reason for Change:  |
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| --- |
| Effect on Deliverables (including a list of any affected deliverables): |
|  |

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

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| --- |
| 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: |
|  |

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

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