

BASIC CHANGE REQUEST FORM EXAMPLE

Try Smartsheet for FREE

CHANGE REQUEST FORM

PROJECT NAME		PRIORITY	
Closer to the Sun		<input checked="" type="checkbox"/> HIGH	
REQUESTED BY	DATE	REQUEST NO.	<input type="checkbox"/> MEDIUM
Josh Baker	00/00/0000	1005	<input type="checkbox"/> LOW

CHANGE DESCRIPTION

I am proposing the integration of an advanced monitoring and performance-tracking system as an enhancement to the solar panel project.

CHANGE REASON

The addition of an advanced monitoring system will provide real-time performance data for our solar panels, enabling more effective maintenance and diagnostics as well as improved customer service.

IMPACT OF CHANGE

SCOPE	I must expand the scope in order to include the following: the procurement and integration of the monitoring system; the training of the technical and customer support teams on system usage.
BUDGET	I need a revised budget in order to cover the costs of procuring and integrating the new system as well as training the relevant teams on system usage.
TIMELINE	I propose a timeline that includes the procurement, integration, and training phases regarding the new system. Including these phases will extend the timeline of the project.
RESOURCES	Resources include the procurement of the monitoring system, IT support, and training materials for the relevant staff members.

APPROVED OR DENIED

APPROVED OR DENIED BY		DATE
<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Colin Robinson
		00/00/0000

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.