**[](https://goo.gl/E8bexS)Change Control Form Template**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PROJECT TITLE** | |  | | **PROJECT SPONSOR** | |  |
| **CHANGE REQUEST** | | | | | | |
| **ORIGINATOR NAME** |  | | **DATE OF REQUEST** | |  | |
| **ORIGINATOR CONTACT INFO** |  | | **CHANGE**  **ID NO.** | |  | |
| **ITEMS TO BE CHANGED** |  | | **ARGUMENT REFERENCE(S)** | |  | |
| **CHANGE DESCRIPTION** |  | | **ESTIMATED FINANCIAL IMPACT** | |  | |
| **ESTIMATED TIMELINE IMPACT** |  | | **PRIORITY / CONSTRAINTS** | |  | |
| **CHANGE EVALUATION** | | | | | | |
| **ASPECTS AFFECTED** | | | **WORK REQUIRED** | | | |
|  | | |  | | | |
| **RELATED REQUESTS** |  | | **DATE EVALUATED** | |  | |
| **EVALUATOR NAME** |  | | **EVALUATOR SIGNATURE** | |  | |
| **CHANGE APPROVAL** | | | | | | |
| **ACCEPTED - REJECTED - HOLD** | | | **DATE APPROVED** | |  | |
| **APPROVED BY** |  | | **SIGNATURE** | |  | |
| **COMMENTS** |  | | | | | |
| **CHANGE IMPLEMENTATION** | | | | | | |
| **ASSET** |  | | **IMPLEMENTER** | |  | |
| **DATE EXECUTED** |  | | **SIGNATURE** | |  | |

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| **CHANGE**  **ID NO.** | **AUTHORIZER** | **CHANGE DESCRIPTION** | **DATE EVALUATED** | **DATE EVALUATED** | **DATE APPROVED** | **DATE EXECUTED** |
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