



PROJECT CHANGE REQUEST (fictitious example)

Project: Pharmacy Department Library

Project Leader: Robert Kahn, Project Management Office

Project Sponsor: Jane Smith, Director of Pharmacy

Request Date: 4/8/11

Originator: George Gonzales and Robert Kahn

Request Number: 1

Section 1. Change Request Summary

1.1 Change description:

Original project budget is set at \$7500. The \$7500 included an estimated cost for library shelving and a small risk reserve to account for inflation and fluctuating cost of some possible rare book titles.

Upon identification of the library location very specific shelving needed to be used to best utilize the department space based on the results of its 5S. The cost of the specialized shelving is more than the original estimate and the entirety of the project risk reserve.

Request that the project budget be increased by \$1500 to allow for purchase of shelving that meets project specifications.

Section 2. Change Evaluation

2.1. Change impact assessment:

Category	Impacted	Impact Description	Comments (Rationale, Mitigation, Assessment, etc.)
1. Task	<input type="checkbox"/>		
2. Deliverables	<input type="checkbox"/>		
3. Schedule	<input type="checkbox"/>		
4. Budget	<input checked="" type="checkbox"/>	Increase of \$1500 that must be allocated from other	

Category	Impacted	Impact Description	Comments (Rationale, Mitigation, Assessment, etc.)
		operational areas	
5. Risk	<input checked="" type="checkbox"/>	Increasing overall project budget allows for the risk reserve to remain in place for its original purpose	As the book titles have not yet been finalized the risk reserve may still be needed for its original purpose
6. Communications	<input type="checkbox"/>		

2.2. Supporting documentation:

Original budget estimate and new quoted actual cost of furniture attached.

Savings log from 5S event attached documenting the \$1500 in departmental savings.

2.3. Required actions:

Approval of budget increase by Executive Sponsor (Jim Chan) and Project Sponsor (Jane Smith).

Section 3. Change Approval

Reviewer	Approval (Y/N)?	Date
Project Sponsor – Jane Smith		
Executive Sponsor – Jim Chan		



Section 4. Resolution

- Incorporate change into project plan
- Notify project team of change request decision