# Project Management Essentials

# Project Change Request

Template

June 4, 2021

**Template Description**

**Purpose**

The Project Change Request (PCR) is used by the Project Manager to request a change to the project scope, schedule, cost, project milestones and/or deliverables. It is also retained to memorialize any changes or denial of changes over the course of the project.

**How to Use**

*Complete this form with the project team and submit to the Project Sponsor, finance officer, and any other stakeholders deemed as Approvers (such as a steering committee) for approval.*

*This form should NOT be used to manage daily operational project management, project monitoring and control activities, as doing so will add significant overhead to the project management activities. For smaller changes that require documentation consider using a Decision Log (see Project Toolkit).*

**Best Practice**

*Potential impact of a change on project scope, schedule, and costs should be communicated to the core team. A change to the project baseline should require a Project Change Request (PCR). Each PCR should be approved by PPMO Director, Project Sponsor, and Business Owner. A PCR should first be presented/discussed with the core team and approved by the core team then approved by the Project Sponsor, and lastly the PMO/PPMO or Portfolio Manager or Director.*

Note: The PM Essentials Project Change Request Template is customizable as you see fit, on a per project basis, meeting specific needs of the project and/or your organization’s policies. The below sections are suggestions but can be tailored as applicable.

\*\* NOTE: Please remove this page and any content in brackets [ ] when creating your Project Change Request\*\*

Change Request [Project Name]

|  |  |
| --- | --- |
| **PCR #** | **01** [increment this number with each new request] |
| **Title** | [Provide a short title for the proposed change] |

# Approval

*Submit the document to the PPMO/PMO or Portfolio Director, Project Sponsor, Business Owner, and where applicable, CFO, for approval.*

| Approver Name | Title | Signature | Date | Recommendation |
| --- | --- | --- | --- | --- |
|  | Project Sponsor |  |  | Approve  Reject |
|  | CFO\* |  |  | Approve  Reject |

*\*Submit to CFO where costs and/or budgets are impacted.*

|  |  |
| --- | --- |
| **Approver comment** |  |

**Submitted by**

| **Role** | **Name** | **Phone** | **Email** |
| --- | --- | --- | --- |
| Business Owner |  |  |  |
| Project Manager |  |  |  |

# Change Request Definition

*Provide details of the change request.*

|  |  |
| --- | --- |
| **Title** | [Provide a short title for the proposed change] |
| **Description** | [Provide details of the proposed change] |
| **Justification** | [Describe why the proposed change is necessary] |
| **Impact of Not Implementing** | [Explain the impact if the proposed change is not implemented] |
| **Alternatives** | [Describe the alternatives that could be implemented instead of the proposed change] |
| **Impact to Budget / Funding** | [Describe any impacts to the budget or funding source] |

# Change Request Analysis

*Indicate the project impact.*

| **Check all that apply:** |
| --- |
| Re-Baseline  Project Cost  Major Deliverables / Outcomes  Project Scope  Contract Amendment  Other |
| **Impact Description** – Describe the impact for each of the items checked above. |
|  |

*If the change request impacts the schedule, describe impact.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestone / Deliverable Description** | **Original Baseline Finish Date for *Milestone / Deliverable*** | **New Planned Finish Date for *Milestone / Deliverable*** | **Original Baseline Finish Date for *Project*** | **New Planned Finish Date for *Project*** |
|  | [MM-DD-YYYY] | [MM-DD-YYYY] | [MM-DD-YYYY] | [MM-DD-YYYY] |

# Additional Information

*Provide any additional information regarding the change request recommendation.*

|  |
| --- |
|  |

# Feedback

If you have any questions on PM Essentials or on project management practices, please contact DIR’s Project and Portfolio Management Office at [ppmo@dir.texas.gov](mailto:ppmo@dir.texas.gov).