

CIP Global Ventures

Change Request Form

PURPOSE

The CIP Global Ventures Change Request Form is the tool used for requesting, approving, and documenting changes to projects associated with an approved Statement of Work (SOW).

Project Name:			
Brief CR Name:			
CR Reference ID:		Requestor Name:	
SOW Execution Date:		Date CR Initiated:	
Description of the Change Request:	[Provide a brief description of the requested change.]		
Reason for the Change Request:	[Including justification for the change.]		
Impact of the Change Request:	[Specify the impact of the change in terms of cost impact, budget impact, schedule impact, resource impact, and impact on other projects.]		
Proposed Action:	[Do the project managers propose accepting/rejecting the change – and why.]		
Change Request Status:	In Review	Approved	Rejected

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Customer _____

Print Name

Print Name

Signature

Signature

Title

Title

Date

Date