

CHANGE MANAGEMENT LOG TEMPLATE

Project Name							Project Manager		Last Updated				
Organization							Date Created					Version No.	
Project Description													
ID Number	Owner Name	Estimated Completion Date	Actual Completion Date	Escalation Required	Description of Requested Change	Steps Required	Impact Summary	Final Outcome & Rationale	Change Requested By	Date of Request	Change Type	Current Status	Priority
		29-May	30-May	YES						20-Apr		OPEN	LOW
		1-Jun	1-Jun	NO						3-May		IN-PROGRESS	MEDIUM
												CLOSED	HIGH
													CRITICAL

TEMPLATE DROP-DOWN KEYS	
CURRENT STATUS	PRIORITY
OPEN	LOW
IN-PROGRESS	MEDIUM
CLOSED	HIGH
	CRITICAL