# Change Request number: \_\_\_\_\_\_

## Basic project identification

|  |  |
| --- | --- |
| **Project name** | <fill project name or id> |
| **Based on contract** | <fill contract name or id> |
| **Supplier** | <fill name of the supplier> |
| **Customer** | <fill name of the suctomer> |

## Request

|  |  |
| --- | --- |
| **Submitter** | <fill who submitted the request> |
| **Date** | <fill date of the request> |
| **Deadline** | <fill deadline for the request> |
| **Change description** | |
|  | |
| **Reason for the change** | |
|  | |

## Request evaluation and change impact

|  |  |
| --- | --- |
| **Scope** | <describe scope of change impact> |
| **Budget** | <quantify the financial impact of the change> |
| **Timing** | <add new phases and milestones> |
| **Resources** | <add resource requirements (MDs, etc.)> |
| **Others** | <describe other impacts not mentioned above> |

## Solution

|  |  |
| --- | --- |
| **Cost** | <provide an estimate of the cost of the solution> |
| **Effort** | <provide an estimate of the effort for the solution> |
| **Description of the proposed solution** | |
|  | |
| **Recommendation of the project manager** | |
|  | |

## Approval

|  |  |
| --- | --- |
| **Stearing Board decision** | |
| **R** Approved / S Not approved / º Postponed | |
| **Rationale** | |
|  | |
| **Date** | <fill date of the approval> |

# Signature table

|  |  |
| --- | --- |
| **Customer** | **Supplier** |
| Signature | Signature |
| <Name> | <Name> |