



**PROJECT SCOPE CHANGE REQUEST FORM**

<b>PROJECT:</b>	
<b>AUTHOR:</b>	<b>DATE:</b>
<b>REQUESTED BY:</b>	
<b>DATE SUBMITTED:</b>	
<b>APPLICATIONS/SYSTEMS AFFECTED:</b>	
<b>DESCRIPTION OF CHANGE:</b>	
<b>IMPACT OF CHANGE ON PROJECT:</b>	
<b>ESTIMATED COST OF CHANGE:</b> (Outline all costs – consulting, hardware, software, vendor, etc. Attach additional sheets if necessary):	
<b>PERCEIVED RISK:</b>	
<b>RECOMMEND (YES/NO)?</b> _____	
<b>IF NO, BRIEFLY DESCRIBE WHY NOT:</b>	
<b>APPROVED:</b> ___ YES ___ NO	<b>PROJECT SPONSOR:</b> _____
<b>DATE APPROVED:</b>	<b>PROJECT MANAGER:</b> _____
<b>IMPLEMENTED BY:</b>	<b>DATE(S):</b>  <b>COST:</b>