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| **Project Name:** | **Project Sponsor:** | **Prepared by: (Project Manager)** | **Date:** |
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| Introduction | The Change Request Log is a record of change requests providing control information for each request submitted. |

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| Log Number | **open date** | **priority H/m/l** | **description** | **Status** | **owner** | **estimated effort (days)** | | **estimated cost** | | **close date** | |
| **planned** | **actual** | **planned** | **actual** | **planned** | **actual** |
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