|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name:** | **Project Number:** | **Prepared by: (Project Manager)** | **Date:** |
|       |       |       |       |
| **Customer:** | **Business Unit:** | **Contact Name:** | **Project Type:** |
|       |       |       | [ ] Mini [ ]  Standard [ ]  Complex |

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| Introduction | A change is described as any deviation from the project plan that may positively or negatively affect product cost, quality or project schedule.  Changes must be stated quantitatively with expected impacts to cost, schedule & quality of deliverables for review by the PMO and the vendor.* The PMO may request additional documentation of the change before approval.
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| **Change Request Log number** |  |
| **Change Request Type** | Change Request Description |
| [ ]  BUSINESS CHANGE OR NEED[ ]  SCOPE CHANGE OR NEED[ ]  ERROR CORRECTION[ ]  REGULATORY REQUIREMENT[ ]  OTHER |  |
| CHANGE REQUESTED BY |  |
| RATIONALE FOR CHANGE REQUEST |  |
| TIME REQUIRED FOR CHANGE |  |
| SCHEDULE DETAIL OVERRUN/REDUCTION |  |
| RESOURCES REQUIRED FOR CHANGE |  |
| IMPACT ASSESSMENT |  |
| RISK ASSESSMENT |  |

|  |  |
| --- | --- |
| COST OF CHANGE |       |
| COST DETAIL OVERRUN/REDUCTION |  |
| cost detail INFORMATION | *A Smartkey (even if it is the same one) must be entered into each column. If there are ongoing costs, normally the ongoing costs are funded from an E&G budget.* |
| **Direct****Costs Items** | **ONE-TIME, NEVER TO REPEAT COSTS** | **EQUIPMENT** | **ANNUALIZED POST-PROJECT ONGOING** | **COMMENTS/EXPLANATIONS** |
| Implementation Services  |  |  |  |  |
| One-Time Perpetual License  |  |  |  |  |
| Physical Hardware (Blades)  |  |  |  |  |
| Software Maintenance & Upgrades  |  |  |  |  |
| Sandbox VMs during the project (6 months)  |  |  |  |  |
| Post-Project VMs (All Environments) |  |  |  |  |
| Marketing Materials  |  |  |  |  |
| Training for new software |  |  |  |  |
| **TOTAL for EACH CATEGORY** |  |  |  |  |
| **SmartKey(S) for EACH CATEGORY** |  |  |  |  |
| **SIGNATURE(S) FOR EACH CATEGORY FROM (1) THE FUNDING SPONSOR (NON-LITS PROJECT) OR (2) ONE OF LITS Enterprise cio’s DIRECT REPORTS** |  |  |  | Each category must have a signature. |

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| ADDITIONAL COMMENTS |       |

***By approving the Change Request form you are in agreement with the change to the project as described herein.***

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| **STAKEHOLDER** | **NAME** | **SIGNATURE** | **DATE** |
| **PROJECT SPONSOR**      |       |  |       |
| **PROJECT MANAGER** |       |  |       |
| **LITS DIRECTOR** |       |  |       |
| **TECHNICAL LEAD** |       |  |       |