

Scope Change Request

Project Title		Request Number	
Project Number		Requested by	
Project Manager		Date	
This change will affect			
Task Definitions Deliverables Other (defined under Change Description) Project Schedule Cost			
Change Description			
[Describe specific details of the desired change, including affected tasks, dates, team responsibilities, and deliverables:]			
Impact		Reviewer Comments	Initials
On schedule			
On task assignments			
On deliverables			
On cost			
Other impacts			
Reviewer Signatures		Date	Recommendation
			Approve Decline
Final Action:	Approved	Declined	Date: