

# Change Request Number

## Section A - To Be Filled Out By The Requestor

Requestor: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Date Of Request: \_\_\_\_\_  
Type Of Change? Problem \_\_\_\_\_ Enhancement \_\_\_\_\_  
Recommended Priority? High \_\_\_\_\_ Medium \_\_\_\_\_ Low \_\_\_\_\_

Description Of The Proposed Change:

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Reason For Change:

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## Section B - To Be Filled Out By The Project Technical Team

Impact On	Budget	Duration	Extra Resources	Other Impacts
Technical Area 1				
Technical Area 2				
Technical Area 3				
Technical Area 4				
Technical Area 5				
Technical Area 6				
Technical Area 7				
Technical Area 8				

## Section C - To Be Filled Out By The Customer And The Project Manager (or CCB)

Approved? \_\_\_\_\_ Explanation: \_\_\_\_\_  
Rejected? \_\_\_\_\_  
Deferred? \_\_\_\_\_

Additional Comments:

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Assigned Priority (If Approved) High \_\_\_\_\_ Medium \_\_\_\_\_ Low \_\_\_\_\_