

Change request for political finance oversight institutions

Purpose

The project change request form is to request a modification to the project as originally specified. This request should be considered by your Project Board.

Change request number		Date raised	
Project title			
Project manager			
Project sponsor			
Change request title			
Change request owner	[Person responsible for implementing the change]		
Description of change			
Justification for change			
Date of implementation	[The proposed start date for the change to be implemented.]		
Milestones affected (also provide revised project plan)	[The key milestones/stages affected as a result of this change Provide a revised project plan]		
Priority	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low		
Resources required	[The manpower/systems effort required for delivery of the change.]		
Systems or projects affected	[The organisational system assets or projects which will be impacted as a result of this change.]		
Data affected	[Any data which will be impacted as a result of this change]		
Policies affected	[Any policy which will be impacted as a result of this change.]		
Teams affected	[Including teams responsible for any of the areas listed above.]		
Stakeholders affected	[Any internal and external bodies or key individuals impacted by this change.]		
Impact if change request rejected or deferred	[Impact of not agreeing the change, or delaying it.]		

Level of risk	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low [What will be the impact on the project if the change request is not approved? Please explain your answer.]
Additional information	