**[A green sign with white text

Description automatically generated with medium confidence](https://www.smartsheet.com/try-it?trp=11909&utm_source=template-word&utm_medium=content&utm_campaign=Basic+Change+Request+Example+Form-word-11909&lpa=Basic+Change+Request+Example+Form+word+11909)BASIC CHANGE REQUEST   
FORM EXAMPLE**

CHANGE REQUEST FORM

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PROJECT NAME | | |  | PRIORITY | |
| Closer to the Sun | | |  | X | HIGH |
| REQUESTED BY | DATE | REQUEST NO. |  |  | MEDIUM |
| Josh Baker | 00/00/0000 | 1005 |  |  | LOW |

CHANGE DESCRIPTION

|  |
| --- |
| I am proposing the integration of an advanced monitoring and performance-tracking system as an enhancement to the solar panel project. |

CHANGE REASON

|  |
| --- |
| The addition of an advanced monitoring system will provide real-time performance data for our solar panels, enabling more effective maintenance and diagnostics as well as improved customer service. |

IMPACT OF CHANGE

|  |  |
| --- | --- |
| SCOPE | I must expand the scope in order to include the following: the procurement and integration of the monitoring system; the training of the technical and customer support teams on system usage. |
| BUDGET | I need a revised budget in order to cover the costs of procuring and integrating the new system as well as training the relevant teams on system usage. |
| TIMELINE | I propose a timeline that includes the procurement, integration, and training phases regarding the new system. Including these phases will extend the timeline of the project. |
| RESOURCES | Resources include the procurement of the monitoring system, IT support, and training materials for the relevant staff members. |

APPROVED OR DENIED

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | APPROVED OR DENIED BY | DATE |
| X | APPROVED |  |  | DENIED |  | Colin Robinson | 00/00/0000 |

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