**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

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

CHANGE REASON

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| 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

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| 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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