

Change Request Form Sample

This **Change Request Form Sample** includes a detailed risk assessment section to help identify and evaluate potential impacts before approval. It ensures all changes are reviewed systematically to minimize disruptions and enhance project success. Using this form promotes transparent communication and effective risk management.

1. Change Request Details

Change Title:

Requested By:

Date Submitted:

Change Description:

Reason for Change:

2. Impact Assessment

Areas Impacted (check all that apply):

☐ Scope ☐ Schedule ☐ Cost ☐ Quality ☐ Resources ☐ Other

Summary of Potential Impacts:

3. Risk Assessment

Risk Description	Likelihood (Low/Medium/High)	Impact (Low/Medium/High)	Mitigation Plan
<input type="text"/>	Low ▾	Low ▾	<input type="text"/>
<input type="text"/>	Low ▾	Low ▾	<input type="text"/>
<input type="text"/>	Low ▾	Low ▾	<input type="text"/>

Residual Risk Level (after mitigation): Low ▾

4. Approval & Review

Reviewer Comments:

Approval Status: Pending

Approver Name:

Approval Date:

Submit Change Request