Change Request Form Sample with Approval Workflow

A **change request form sample** with an approval workflow streamlines the process of submitting, reviewing, and approving changes within a project or organization. This form ensures clear documentation and accountability by guiding requests through predefined approval stages. Utilizing this workflow enhances communication and decision-making efficiency.

Requestor Name:

[   ]

Date Submitted:

[   ]

Project/Department:

[   ]

Type of Change:

[Scope   ▼]

Description of Change Request:

[   ]

Reason for Change:

[   ]

Impact Assessment (cost, time, quality, etc.):

[   ]

Approval Workflow

Stage 1: Supervisor/Team Lead Review

Approver Name:

[   ]

Date:

[   ]

Decision:

[--Select--   ▼]

Comments:

[   ]

Stage 2: Project Manager Review

Approver Name:

[   ]

Date:

[   ]

Decision:

[--Select--   ▼]

Comments:

[   ]

Stage 3: Steering Committee/Management Review

Approver Name:

[   ]

Date:

[   ]

Decision:

[--Select--   ▼]

Comments:

[   ]

[Submit Change Request]