## Change Control Sheet [www.projectagency.co.uk](http://www.projectagency.co.uk)

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| --- | --- |
| **Project Title** | **Project Number** |
| **Project Manager** | |

|  |  |  |
| --- | --- | --- |
| CHANGE REQUEST | | |
| Originator  Phone: | Date of request | Change request no.  *allocated by Change Controller* |
| Items to be changed | | Reference(s) |
| Description of change (reasons for change, benefits, date required)  Estimated cost, and time to implement (quotation attached? Yes No ) | | |
| Priority / Constraints (impact on other deliverables, implications of not proceeding, risks) | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| CHANGE EVALUATION | | | | | | |
| What is affected | | Work required (resources, costs, dates) | | | | |
| Related change requests | |  | | | | |
| Name of evaluator | | Date evaluated | | Signature | | |
| CHANGE APPROVAL | | | | | |
| Accepted Rejected Deferred | Name | | Signed | | Date |
| Comments | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| CHANGE IMPLEMENTATION | | | |
| Asset | Implementer | Date completed | Signature |

## 

## Change Control Log [www.projectagency.co.uk](http://www.projectagency.co.uk)

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| --- | --- |
| **Project Title** | **Project Number** |
| **Project Manager** |  |

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| --- | --- | --- | --- | --- | --- |
| Change number | Description of change | Date received | Date evaluated | Date approved | Date completed |
|  |  |  |  |  |  |