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

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

|  |
| --- |
| CHANGE REQUEST |
| OriginatorPhone: | 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)

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

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