



**Advanced
Integrated
Systems, Inc.**

Lifestyles for your Home, your Business, your Life

PROJECT CHANGE REQUEST

Project Name:	<Name of Project>	Change Request Number:	<XXX>
Project Client:	<Name of Sponsor>	Change Requester:	<Name of Requestor>
Project Manager:	<Name of Project Manager>	Date Requested:	<DD-MMM-YYYY>

Description
<Enter a brief description of the change. Include any background required to understand the need and context for the change.>

Detail	
Change Item	<Name of document or item changing>
Change From	<Description of the item before the change>
Change To	<Description of the item after the change>
Reason	<Reason for making the change>

Impacts		
	Description of Impact	Quantification of Impact
Scope	<Describe the impact of the change on key project dimensions.>	<Quantify the impact in hours, dollars, or other appropriate units.>
Cost		
Schedule		

Disposition		
Decision		Explanation
Accepted		<Explain why the decision was selected.>
Rejected		

Approvals					
<Name>, Client		Date	<Name>, Project Manager		Date