***Instructions:*** *Submit a Change Request (CR) to expand or reduce the project scope, modify policies, processes, plans, or procedures, modify costs or budgets, or revise schedules. Requests for a change can be direct or indirect, externally or internally initiated, and legally or contractually mandated or optional. Only formally documented requested changes are processed and only approved change requests are implemented.*

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| **Project Title:** | **Date Prepared:** |
| **Person Requesting Change:** | **Change Number:** |

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| **Category of Change:** |  |  |  |
|  | **Scope:** | **Quality:** | **Requirements:** |
|  | **Cost:** | **Schedule:** | **Documents:** |
| **Detailed Description of Proposed Change:** |  |  |  |
| **Justification for Proposed Change:** |  |  |  |

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| **Impacts of Change:** |
| **Scope:** | **Increase:** | **Decrease:** | **Modify:** |
| **Description:** |
| **Comments:** |
|  | **Approved:** | **Defer:** | **Reject:** |
| **Disposition:** |
| **Justification:** |