

# Change Management Order

Project Name: \_\_\_\_\_

Project ID / Reference: \_\_\_\_\_

Change Order No.: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Requested By: \_\_\_\_\_

## 1. Change Description

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## 2. Reason for Change

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## 3. Impact Assessment

| Impact Area | Description of Impact |
|-------------|-----------------------|
| Scope       |                       |
| Schedule    |                       |
| Cost        |                       |
| Quality     |                       |
| Resources   |                       |
| Other       |                       |

## 4. Proposed Action Plan

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## 5. Approvals

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Requested By (Name & Signature)

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Date

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Project Manager (Name & Signature)

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Date

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Approver (Name & Signature)

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Date