

Engineering Change Order (ECO) Template

Project Name: _____

ECO Number: _____

Date: _____

Prepared By: _____

Department: _____

Change Summary

Reason for Change

Details of Change

Item/Document Affected	Current Version/State	Proposed Change

Impact Assessment

Schedule Impact: _____

Cost Impact: _____

Risk Assessment: _____

Approvals

Name	Role	Signature	Date