

# 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