

Change Request

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Masters of Science Project Management

PMGT 690

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Standard Change Request Template:

Change Request	
Project: Bicycle	Date: 27 June 2015
Change Requestor: Ben Lundy	Change No: 1
Change Category (Check all that apply): <input type="checkbox"/> Schedule <input type="checkbox"/> Cost <input type="checkbox"/> Scope <input type="checkbox"/> Requirements/Deliverables <input type="checkbox"/> Testing/Quality <input type="checkbox"/> Resources	
Does this Change Affect (Check all that apply): <input type="checkbox"/> Corrective Action <input type="checkbox"/> Preventative Action <input type="checkbox"/> Defect Repair <input type="checkbox"/> Updates <input type="checkbox"/> Other	
Describe the Change Being Requested: The customer wants to new upgrades by adding training wheels to the project	
Describe the Reason for the Change: Added safety feature for Beginners riders	
Describe any Technical Changes Required to Implement this Change: Crash schedule by 40 hours to install the training wheels. Additional headcount of 2 people for 5 days.	
Describe Risks to be Considered for this Change: Ordered materials potentially not available in advance	
Estimate Resources and Costs Needed to Implement this Change: Cost will be incurred to rush the delivery of the training wheels There will be overtime costs for utilizing resources on Saturdays. Resources may be needed to supplement the current team	
Describe the Implications to Quality: The compressed timeline may result in reduced manufacturing quality due to an increase in human error.	
Disposition: <input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer	
Justification of Approval, Rejection, or Deferral:	

Change Board Approval:		
Name	Signature	Date

References

Project Management Institute (PMI). (2013). *Project Management Body of Knowledge (PMBOK)* (Vol. 5). Newtown Square, PA, USA: Project Management Institute Inc.