**Change Request Register – Template**

|  |
| --- |
| **1. Responses to the items below are collected during the lifecycle of a project to record requested modifications and whether they were accepted.** |
| Requested change ID | Click or tap here to enter text. |
| Status of request | Click or tap here to enter text. |
| Priority/urgency | Click or tap here to enter text. |
| Change description | Click or tap here to enter text. |
| Requested by | Click or tap here to enter text. |
| Date submitted | Click or tap here to enter text. |
| Approved/rejected | Click or tap here to enter text. |
| Date of approval/rejection | Click or tap here to enter text. |
| Expected implementation date | Click or tap here to enter text. |
| Remaining tasks | Click or tap here to enter text. |
| Date closed/completed | Click or tap here to enter text. |
| Employee with responsibility | Click or tap here to enter text. |
| Impact of change | Click or tap here to enter text. |
| Comments | Click or tap here to enter text. |

|  |
| --- |
| **2. A process is established for requested project changes and responsibility designated to a member of staff, usually the project manager.** |