



Change Request Register

Many project management methodologies recommend the accompanying use of a change request register. This is used to record the modifications requested during the lifecycle of a project, in addition to whether they were accepted. The technique has a role in change management strategies and in ensuring that projects are run efficiently from their launch to closure. Importantly, it enables the assessment of how many proposed changes were actually implemented into the project plan and whether they delivered expected benefits.

Using 'Change Request Register'

Step 1: A change request register is created by the organisation that includes any information deemed to be of value. The method selected may be a physical document such as a form, or can be part of the organisation's IT systems. The data sheet can include the ID for a requested change, the status of the request, its priority or urgency, a description, the requestor, the date it was submitted, the date it was either approved or rejected, expected date of implementation, the date it was closed or fully executed, remaining actions required for implementation, the person responsible, the impact resulting from the change, or a field where any relevant comments can be included.

Step 2: A process is implemented where responsibility for requested changes to projects are handled by an appointed staff member, usually the project manager.

