

CHANGE REQUEST FORM

Project Name: _____ Request ID: _____

Requester Information:

Full Name: _____

Department: _____

Email: _____

Phone: _____

Change Details:

Title of Change: _____

Change Type: _____

Description:

Justification:

Impact Assessment:

Impact on Schedule: _____

Impact on Cost: _____

Impact on Quality: _____

Other Impacts: _____

Additional Notes:

Approvals:

Role	Name	Signature	Date
Project Manager			
Change Control Board			
Sponsor			

Terms and Conditions:

1. This Change Request Form (the "Form") constitutes a legally binding agreement between the Requester and the Project Owner. The Requester submits this request in good faith and warrants that all information provided is accurate and complete.
2. Approval of this Change Request shall be in accordance with the project's Change Control Procedure and applicable UK law. No changes shall be implemented without proper approvals.
3. The Requester shall be responsible for providing all necessary documentation and information required to evaluate the Change Request.
4. The Project Owner reserves the right to reject or modify any Change Request at their sole discretion.
5. Implementation of approved changes shall be undertaken in a manner that minimizes disruption and complies with all applicable legal requirements in the United Kingdom.
6. All intellectual property rights in relation to any modifications made under this Change Request remain vested as set out in the original project agreement.
7. This Form and any disputes arising out of or in connection with it shall be governed by and construed in accordance with the laws of England and Wales.
8. Any notices under this Form shall be in writing and delivered by hand, pre-paid post, or email to the addresses specified herein or otherwise notified in writing.
9. If any provision of this Form is held to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.
10. This Change Request Form supersedes all prior understandings relating to its subject matter and may only be modified by a written document signed by duly authorised representatives of both parties.

Requester Signature

Project Manager Signature

Signature: _____

Signature: _____

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