

## Project Change Request Form

<b>Project Name:</b>	<i>Eco-Natural Skin Care Australia Trade Show Promotion Project</i>
<b>Project Manager:</b>	<i>Con Kafatos, IT Manager, CBSA</i>
<b>Change requested by:</b>	<i>Sarah Seeward, Managing Direct, Eco-Natural Skin Care</i>
<b>Date:</b>	<i>Wednesday, 20 August 20XX</i>
<b>Change request background:</b> (50 to 100 words approx.)	<p><i>The student should outline the background, as per the email from Sarah Seeward.</i></p> <p><i>Sarah Seeward was very impressed with the large screen computers at competitors trade show exhibits, which featured videos, and the ability to access the company's website.</i></p> <p><i>Sarah would like to incorporate this into the Trade Show Promotion Project.</i></p> <p><i>Sarah contacted the Bill Bixby, from Booth, banners, fliers and more Trade Show Services, who confirmed the inclusion of a large screen computer in the trade show booth was possible for an additional \$1000 and the timeframe will need to be extended by one week.</i></p>
<b>Change request amount:</b> (10 to 20 words approx.)	<i>\$1000 for Booth, banners, fliers and more Trade Show Services</i>
<b>Impact of Change on the Project:</b> (50 to 100 words approx.)	<p><i>The student should note:</i></p> <ul style="list-style-type: none"> <li><i>• inclusion a large screen computer in the trade show booth.</i></li> <li><i>• Enable the featuring of videos, and the ability to access the company's website for booth visitors.</i></li> <li><i>• making the booth visitor experiences more engaging.</i></li> <li><i>• \$1,000 additional cost equipment rental</i></li> </ul>
<b>Is the new Budget sufficient to cover costs?</b> (30 to 50 words approx.)	<i>An additional \$1,000 will be added to the existing budget.</i>
<b>APPROVER USE ONLY:</b>	
<b>Comments:</b>	
<b>Authorised by:</b>	
<b>Signature:</b>	
<b>Date:</b>	

This document is Project Change Request Form – Assessor – BSBPMG532  
It is part of the supporting assessment resources for Assessment Task 6, Part B



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