

Project Change Request Form

Project Name:	<i>Eco-Natural Skin Care Australia Website Development Project</i>
Project Manager:	<i>Con Kafatos, IT Manager, CBSA</i>
Change requested by:	<i>Sarah Seeward, Managing Direct, Eco-Natural Skin Care</i>
Date:	<i>Wednesday, 20 August 20XX</i>
Change request background: (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 attended a forum and learned about the inclusion of videos on websites, as a showcase of products. Sarah would like to incorporate this into the website development project.</i></p> <p><i>Sarah contacted the Garry Webb, from the Website Developers, Ezy-As Web Solutions, who confirmed the inclusion of engaging videos was possible for an additional \$4000 and the timeframe will need to be extended by one week.</i></p>
Change request amount: (5 to 15 words approx.)	<i>\$4000 for Ezy-As Web Solutions</i>
Impact of Change on the Project: (25 to 50 words approx.)	<p><i>The student should note:</i></p> <ul style="list-style-type: none"> • <i>The inclusion of the engaging videos on the website, will push the delivery of the website out by a week.</i> • <i>\$4,000 additional cost for website development</i>
Is the new Budget sufficient to cover costs? (5 to 15 words approx.)	<i>Additional \$4,000 will be added to the existing budget.</i>
APPROVER USE ONLY:	
Comments:	
Authorised by:	
Signature:	
Date:	