|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Name:** | | | | | | | | | | | | |
| **Prepared by:** | | | | | | | | | | | | |
| **Date:** | | | | | | | | | | | | |
| **Changes are being made to the following:** | | | | | | | | | | | | |
|  | Project Charter | | | |  | | | Project Management Approach | | | | |
|  | Scope Statement | | | |  | | | Work Breakdown Structure | | | | |
|  | Performance Measurement Baselines | | | |  | | | Major Milestones and Target Dates | | | | |
|  | Key Staff | | | |  | | | Risk Management Plan | | | | |
|  | Scope Management Plan | | | |  | | | Schedule Management Plan | | | | |
|  | Cost Management Plan | | | |  | | | Quality Management Plan | | | | |
|  | Staffing Management Plan | | | |  | | | Communications Management Plan | | | | |
|  | Risk Response Plan | | | |  | | | Procurement Management Plan | | | | |
| **Type of change:** | | | | | | | | | | | | |
|  | Scope |  | | Time | |  | | | Cost |  | Quality | |
|  | Communications |  | | Resources | |  | | | Risk |  | Procurement | |
| **Areas impacted:** | | | | | | | | | | | | |
|  | Scope | |  | Time | | |  | | Cost |  | Quality | |
|  | Communications | |  | Resources | | |  | | Risk |  | Procurement | |
| **Changes to Supporting Detail? (**explain)**:** | | | | | | | | | | | | |
| **Description of Changes being made:**  **1.**  *Risk Issues Prompting Changes:*       *Corrective Action:* | | | | | | | | | | | | |
| **2**.  *Risk Issues Prompting Changes:*       *Corrective Action:* | | | | | | | | | | | | |
| **3.**  *Risk Issues Prompting Changes:*       *Corrective Action:* | | | | | | | | | | | | |
| **4.**  *Risk Issues Prompting Changes:*       *Corrective Action:* | | | | | | | | | | | | |
| **5.**  *Risk Issues Prompting Changes:*       *Corrective Action:* | | | | | | | | | | | | |
| **6.**  *Risk Issues Prompting Changes:*       *Corrective Action:* | | | | | | | | | | | | |
| **7.**  *Risk Issues Prompting Changes:*       *Corrective Action:* | | | | | | | | | | | | |
| **8.**  *Risk Issues Prompting Changes:*       *Corrective Action:* | | | | | | | | | | | | |
| **Stakeholders being notified:** | | | | | | | | | | | | |
| **Name/Title:** | | | | | | **Signature:** | | | | | | **Date:** |
| **Name/Title:** | | | | | | **Signature:** | | | | | | **Date:** |