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| **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:**  |