

**WORKING WITH YOUR TEAM: COMPLETE THE VARIOUS SECTIONS WITH THE BEST INFORMATION AVAILABLE**

<b>Change No.:</b>		<b>Initiating Organization:</b>				
<b>Date Initiated:</b>		<b>Initiated By:</b>		<b>Internal:</b>		<b>External:</b>

**Description of the proposed change:**

**Reason for the proposed change:**

**Impact of the change on:**

<b>Scope:</b>	Increase:		
	Decrease:		
<b>Time:</b>	Extension:		
	Decrease:		
<b>Cost:</b>	Increase:		
	Decrease:		
<b>Quality</b>	Improvement:		
	Reduction:		
<b>Risk:</b>	More:		
	Less:		
<b>Resources:</b>	Increase:		
	Decrease:		
<b>Customer Satisfaction:</b>	Increase:		
	Decrease:		
<b>Change Status:</b>	Approved:		<b>Approved / Rejected By:</b> _____
	Rejected:		