

**Document:** Scope Change Request Form

Larger projects need more strictness and structure in how they raise and manage scope change requests. The Scope Change Request Form is used to capture, screen, prioritize, and evaluate scope change requests. Each form should be used to describe one specific scope change request. Be sure to include enough information so that the request can be identified and tracked, but not so much information that the form becomes a report. A summary of all open and closed requests is kept in the Scope Change Log.

**Project Name – Scope Change Request Form**

<b>Scope Change Number:</b>	<b>Requested By:</b>	<b>Date Reported:</b>
-----------------------------	----------------------	-----------------------

<b>Scope Change Status:</b>	<b>Scope Change Assigned To:</b>	<b>Date Resolved:</b>
-----------------------------	----------------------------------	-----------------------

**Scope Change Description:**

**Business Benefit:**

**Implications of Not Making the Change:**

**Impact Analysis to the Project:**

**Alternatives:**

**Final Resolution:**

**Approval from Sponsor to Investigate (Optional):**

**Approval from Sponsor for Final Resolution:**