Project Change Management Log

5/11/2009 20:10

Project: *<NAME>*

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Guidelines: Record proposed changes to the project scope, budget or schedule as well as any changes that may impact them.
Record other changes, such as economic or contextual, that impact the project even if they are outside of the control of the team or the company.
Assess the likely impact of these changes to the goals of the project, and the probability of that impact. (Low, Medium, High)
Obtain review and approval of changes as appropriate to the level of risk to the project goals.
Functional manager review and approval is required for changes that will impact "Class A" project goals.

L = Low, M = Medium, H = High

			RISK ASSESSMENT										
Date	Proposed (or imposed) By	Description of Change	Scope - Performance, Quality, Features, etc.	LMH?	Schedule - Milestones, Deliverable Due Dates, Project Completion	LMH?	Project or Product Cost	LMH?	Other Impacts or Comments	Approved By (if applicable)	Date Approved	Docs Updated?