

Project Scope Modification Order

Sample Document

Project Name:

Project Number/ID:

Client/Owner:

Original Contract Date:

Modification Order Number:

Date of Modification Order:

Description of Modification:

Reason for Modification:

Impacts of Change (if any):

Category	Description/Details	Impact
Schedule		
Cost		
Quality		
Other		

Approval(s):

Requested By

Date:

Approved By

Date:

Client/Owner Approval

Date:
