

IT Project Scope Modification Change Order

Project Name	_____
Change Order No.	_____
Request Date	_____
Prepared By	_____

1. Description of Original Scope

Provide a brief summary of the original project scope.

2. Proposed Modification

Clearly describe the requested change to the project scope.

3. Reason for Change

State the reason(s) for this scope modification.

4. Impact Assessment

Schedule Impact	_____
Cost Impact	_____
Resource Impact	_____
Other Impacts	_____

5. Approvals

Requested By:

Signature: _____

Date: _____

Name: _____

Project Manager:

Signature: _____

Date: _____

Name: _____

Client/Stakeholder:

Signature: _____

Date: _____

Name: _____