

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: _____