

# Scope Change Management Sample for Building Projects

## Project Information

Project Name

Enter project name

Project Manager

Enter project manager

Date

## Change Request Summary

Change Title

Enter short title

Requested By

Name or department

Description of Change

Briefly describe the requested change

## Assessment

Reason for Change

State why the change is needed

Impact Assessment

Describe impact on scope, schedule, cost, and quality

## Change Details

Area	Current Scope	Change Requested
Scope	e.g., 200 sqm office	e.g., Add 40 sqm meeting room

Schedule	e.g., Completion in Dec 2024	e.g., Extend by 1 month
Cost	e.g., \$500,000 budget	e.g., Increase by \$50,000
Resources	e.g., 5 workers	e.g., Add 2 engineers

## Approval

Approval Status

Pending

Approver Name

Enter approver name

Approval Date