

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	<input type="text" value="e.g., Completion in Dec 2024"/>	<input type="text" value="e.g., Extend by 1 month"/>
Cost	<input type="text" value="e.g., \$500,000 budget"/>	<input type="text" value="e.g., Increase by \$50,000"/>
Resources	<input type="text" value="e.g., 5 workers"/>	<input type="text" value="e.g., Add 2 engineers"/>

Approval

Approval Status

Approver Name

Approval Date