

INTEGRATED CHANGE CONTROL FORM

Project Management Word Template

Purpose: Use this form to submit, evaluate, approve, reject, defer and close project change requests in a controlled, auditable and integrated way. The form is designed to protect baselines, reduce scope creep and keep decisions visible to the project manager, sponsor, client and Change Control Board.

01
SUBMIT

Capture request clearly

02
ANALYZE

Check integrated impact

03
DECIDE

Approve / reject / defer

04
CONTROL

Update plans and log

Project Name	[Enter project name]	Change Request ID	CR-[000]
Project Manager	[Name]	Sponsor / Client	[Name]
Prepared By	[Name / Role]	Date Submitted	[DD-MMM-YYYY]
Template Version	1.0	Document Status	[Draft / Submitted / Approved]

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TEMPLATE NAVIGATION

Use this page as the index before completing the form.

No.	Section	Purpose
1	Document Control	Identify owner, version, status and review history.
2	Instructions	Explain how to complete and approve this form.
3	Request Information	Capture who is requesting the change and the basic project context.
4	Change Description	Define current baseline, requested change and proposed new baseline.
5	Classification	Classify the change type, urgency and affected baselines.
6	Business Justification	Show why the change is needed and what happens if it is not approved.
7	Integrated Impact Assessment	Assess scope, schedule, cost, quality, risk, resources and stakeholders.
8	Financial and Schedule Estimate	Estimate cost, funding, timeline and milestone impact.
9	Risk, Assumptions and Dependencies	Capture new risks, assumptions and blockers related to the change.
10	Options Analysis	Compare approve, modify, defer, reject and do-nothing options.
11	Recommendation and Decision	Record PM recommendation, CCB decision, signatures and conditions.
12	Implementation and Closure	Track actions, communications, plan updates and closeout evidence.
13	Appendix	Definitions, scoring guide and source notes.

Editable Template Note: Replace bracketed text with project-specific data. Tables may be expanded, deleted or copied. Checkboxes are typed as [] so they remain simple and editable in Microsoft Word, Google Docs or LibreOffice.

1. DOCUMENT CONTROL

Keep this template auditable and version-controlled.

Field	Details	Owner / Notes
Document Title	Integrated Change Control Form	[Edit if required]
Document ID	ICC-[Project Code]-[CR Number]	[Unique control number]
Version	1.0	[Update after formal revision]
Prepared By	[Name / Role]	[Project Manager / PMO]
Reviewed By	[Name / Role]	[Sponsor / CCB / Client]
Approval Authority	[Sponsor / Change Control Board]	[Define approval threshold]
Security Level	[Internal / Confidential / Client Restricted]	[Mark according to policy]
Storage Location	[SharePoint / Drive / PMIS location]	[Add link or folder path]

Version	Date	Author	Change Summary	Approval
0.1	[DD-MMM-YYYY]	[Name]	Initial draft	[Pending]
1.0	[DD-MMM-YYYY]	[Name]	Approved baseline version	[Approved]

2. INSTRUCTIONS AND GOVERNANCE RULES

How to complete, route and control the form.

- Complete one form for each proposed change request before the project baseline is modified.
- Do not implement changes that affect scope, schedule, cost, quality, risk, procurement or approved deliverables until the approval authority has made a decision.
- Attach evidence such as estimates, drawings, emails, contract notices, revised requirements, risk analysis and schedule extracts where needed.
- After approval, update the change log, affected baselines, project management plan components and communication records.
- Close the change only when the implemented result is verified, documents are updated and stakeholders are informed.

Governance Principle: A project change should be considered in an integrated manner. This means the decision should not focus only on one area such as cost; it should also consider scope, schedule, quality, risk, resources, procurement, stakeholders and benefits.

3. CHANGE REQUEST INFORMATION

Basic request details and ownership.

CR ID	CR-[000]	Date Submitted	[DD-MMM-YYYY]
Project Name	[Enter project name]	Project Code	[Code]
Request Title	[Short descriptive title]	Requested By	[Name / Role]
Department / Vendor	[Department or company]	Contact Details	[Email / phone]
Project Manager	[Name]	Sponsor / Client	[Name]
Current Phase	[Initiation / Planning / Execution / M&C / Closing]	Required Decision Date	[DD-MMM-YYYY]
Related Issue / Risk	[Issue ID / Risk ID]	Contract Reference	[Contract / PO / SOW ref]

Request Source

☐ Client	☐ Sponsor	☐ Project Manager	☐ Project Team
☐ Vendor / Contractor	☐ Regulatory / Compliance	☐ Quality Audit	☐ Risk Response
☐ Defect / NCR	☐ Opportunity / Benefit	☐ Other	

Requested Priority

☐ Critical	☐ High	☐ Medium	☐ Low
☐ Emergency	☐ Time-sensitive	☐ Routine	☐ Information only

4. CHANGE DESCRIPTION

Define the current approved state and the proposed new state.

4.1 Detailed Description of Requested Change

[Enter details here]

4.2 Current Approved Baseline / Current Requirement

[Enter details here]

4.3 Proposed New Baseline / Revised Requirement

[Enter details here]

4.4 Deliverables, Work Packages or Configuration Items Affected

[Enter details here]

5. CHANGE CLASSIFICATION

Classify the type of change and the baselines affected.

Type of Change

☐ Scope change	☐ Schedule change	☐ Cost / budget change
☐ Quality requirement change	☐ Resource change	☐ Procurement / contract change
☐ Technical / configuration change	☐ Stakeholder / communication change	☐ Risk response change
☐ Corrective action	☐ Preventive action	☐ Defect repair
☐ Process improvement	☐ Regulatory / compliance update	☐ Other

Baseline / Plan Components Affected

☐ Scope baseline	☐ Schedule baseline	☐ Cost baseline
☐ Requirements traceability matrix	☐ WBS / work packages	☐ Project schedule
☐ Resource management plan	☐ Quality management plan	☐ Risk register / risk report
☐ Procurement management plan	☐ Communication plan	☐ Stakeholder register
☐ Benefits plan	☐ Configuration records	☐ Contract / SOW

Assessment Item	Yes / No	Notes
Does this change affect an approved baseline?	[Yes / No]	[Explain]
Does this change require client or sponsor approval?	[Yes / No]	[Explain]
Does this change require contract or procurement action?	[Yes / No]	[Explain]
Does this change require schedule re-baselining?	[Yes / No]	[Explain]
Does this change require additional funding?	[Yes / No]	[Explain]
Does this change trigger new risks or controls?	[Yes / No]	[Explain]

6. BUSINESS JUSTIFICATION AND BENEFIT

Explain why the change should be considered.

6.1 Reason for Change

[Enter details here]

6.2 Business Benefit / Customer Value

[Enter details here]

6.3 Consequence of Not Making the Change

[Enter details here]

6.4 BUSINESS JUSTIFICATION SCORING

Summarize value, evidence and approval strength.

Justification Category	Description / Evidence	Rating
Strategic alignment	[How the change supports business goals]	[High / Medium / Low]
Compliance or safety need	[Legal, regulatory, safety or audit driver]	[High / Medium / Low]
Customer / stakeholder value	[Expected improvement or satisfaction impact]	[High / Medium / Low]
Cost avoidance or revenue benefit	[Estimated financial value]	[High / Medium / Low]
Operational reliability	[Supportability, maintainability or performance impact]	[High / Medium / Low]

Evidence Needed	Attached?	Reference / Location	Owner
Business case or sponsor direction	[Yes / No]	[Link / file ref]	[Name]
Cost estimate and assumptions	[Yes / No]	[Link / file ref]	[Name]
Schedule impact extract	[Yes / No]	[Link / file ref]	[Name]
Risk and quality assessment	[Yes / No]	[Link / file ref]	[Name]
Client / vendor correspondence	[Yes / No]	[Link / file ref]	[Name]

Decision Readiness: The request should not move to final decision until the evidence needed for a reasonable impact analysis is available or the missing evidence is accepted as a formal decision risk.

7. INTEGRATED IMPACT ASSESSMENT

Assess the complete project impact before decision.

How to Complete This Matrix: For each area, compare the current approved baseline with the expected impact of the requested change. Use evidence, assumptions and owner comments so the approval authority can make a balanced decision.

Impact Area	Current Baseline	Proposed Impact	Severity	Evidence / Assumptions	Owner
Scope / deliverables	[Current scope]	[Add / remove / modify deliverables]	[L/M/H]	[Evidence]	[Name]
Requirements	[Current requirement]	[Changed requirement]	[L/M/H]	[Traceability ref]	[Name]
Schedule / milestones	[Current dates]	[Delay / acceleration / no impact]	[L/M/H]	[Schedule extract]	[Name]
Cost / budget	[Approved budget]	[Cost increase / saving / no impact]	[L/M/H]	[Estimate basis]	[Name]
Quality / acceptance criteria	[Current criteria]	[Quality impact]	[L/M/H]	[QA evidence]	[Name]
Resources / capacity	[Current resource plan]	[Extra / fewer resources needed]	[L/M/H]	[Resource calendar]	[Name]
Procurement / contracts	[Current contract]	[Variation / PO / vendor impact]	[L/M/H]	[Contract ref]	[Name]
Risk profile	[Current risks]	[New / changed risk exposure]	[L/M/H]	[Risk report]	[Name]
Stakeholders / communications	[Current engagement]	[Stakeholder impact]	[L/M/H]	[Comms plan]	[Name]
Benefits / business value	[Planned benefits]	[Benefit increase / reduction]	[L/M/H]	[Business case]	[Name]
Operations / support	[Current support model]	[Handover / support impact]	[L/M/H]	[Ops input]	[Name]
Compliance / safety	[Current controls]	[Compliance or safety impact]	[L/M/H]	[Regulatory ref]	[Name]

7.1 Overall Integrated Impact Summary

[Enter details here]

8. FINANCIAL AND SCHEDULE ESTIMATE

Estimate budget, funding and timing impact.

Cost Category	One-time Cost	Recurring Cost	Savings / Avoidance	Basis of Estimate	Owner
Labor / internal effort	[Amount]	[Amount]	[Amount]	[Hours x rate]	[Name]
Vendor / contractor	[Amount]	[Amount]	[Amount]	[Quote / SOW]	[Name]
Materials / licenses	[Amount]	[Amount]	[Amount]	[Supplier ref]	[Name]
Testing / quality	[Amount]	[Amount]	[Amount]	[QA estimate]	[Name]
Training / communication	[Amount]	[Amount]	[Amount]	[Training plan]	[Name]
Contingency reserve impact	[Amount]	[Amount]	[Amount]	[Risk allowance]	[Name]
Total estimated impact	[Total]	[Total]	[Total]	[Attach calculation]	[Name]

Milestone / Activity	Current Date	Proposed Date	Variance	Reason	Owner
[Milestone 1]	[Date]	[Date]	[+/- days]	[Reason]	[Name]
[Milestone 2]	[Date]	[Date]	[+/- days]	[Reason]	[Name]
[Milestone 3]	[Date]	[Date]	[+/- days]	[Reason]	[Name]
Critical path impact	[Yes / No]	[Describe]	[Days]	[Explain]	[Name]

Funding Decision: If the change requires additional funds, identify the source: approved contingency, management reserve, client variation, change budget, sponsor approval or contract amendment.

9. RISK, ASSUMPTIONS AND DEPENDENCIES

Capture the control conditions around the change.

ID	Risk / Assumption / Dependency	Impact	Response / Control	Owner	Due Date
R-01	[New or changed risk]	[H/M/L]	[Mitigate / avoid / transfer / accept]	[Name]	[Date]
A-01	[Assumption used in impact analysis]	[H/M/L]	[Validation action]	[Name]	[Date]
D-01	[Dependency or constraint]	[H/M/L]	[Action required]	[Name]	[Date]

9.1 Risk Review Notes

[Enter details here]

10. OPTIONS ANALYSIS

Compare practical decision alternatives.

Option	Description	Advantages	Disadvantages / Risks	Estimated Impact	Recommendation
A - Approve as requested	[Implement the proposed change]	[Benefits]	[Risks]	[Cost / schedule]	[Yes / No]
B - Approve with modifications	[Define modified approach]	[Benefits]	[Risks]	[Cost / schedule]	[Yes / No]
C - Defer	[Postpone decision or implementation]	[Benefits]	[Risks]	[Cost / schedule]	[Yes / No]
D - Reject / no change	[Maintain current baseline]	[Benefits]	[Risks]	[Cost / schedule]	[Yes / No]

Criteria	Weight	Option A	Option B	Option C	Option D	Notes
Business value	[%]	[1-5]	[1-5]	[1-5]	[1-5]	[Notes]
Cost impact	[%]	[1-5]	[1-5]	[1-5]	[1-5]	[Notes]
Schedule impact	[%]	[1-5]	[1-5]	[1-5]	[1-5]	[Notes]
Risk impact	[%]	[1-5]	[1-5]	[1-5]	[1-5]	[Notes]
Stakeholder acceptance	[%]	[1-5]	[1-5]	[1-5]	[1-5]	[Notes]
Total weighted score	100%	[Score]	[Score]	[Score]	[Score]	[Decision support]

10.1 Options Analysis Notes

[Enter details here]

11. RECOMMENDATION AND APPROVAL DECISION

Record the accountable decision and conditions.

11.1 Project Manager Recommendation

[Enter details here]

Change Control Board / Approval Authority Decision

☐ Approved	☐ Approved with conditions	☐ Rejected	☐ Deferred
☐ More information required	☐ Emergency approval	☐ Escalated to sponsor	☐ Withdrawn

Decision Date	[DD-MMM-YYYY]	Effective Date	[DD-MMM-YYYY]
Decision Owner	[Name / Role]	Decision Reference	[Meeting / minutes ref]
Budget Approved	[Amount / N/A]	Schedule Impact Approved	[Days / N/A]
Conditions	[List conditions]	Re-review Date	[Date / N/A]

11.2 APPROVAL SIGNATURES

Capture accountable approval, rejection or conditions.

11.2.1 Decision Rationale and Conditions

[Enter details here]

Approver Name	Role	Decision	Signature	Date	Comments
[Name]	Project Sponsor	[Approve / Reject]	_____	[Date]	[Comments]
[Name]	Project Manager	[Recommend]	_____	[Date]	[Comments]
[Name]	Client Representative	[Approve / Note]	_____	[Date]	[Comments]
[Name]	PMO / CCB Chair	[Approve / Note]	_____	[Date]	[Comments]

Decision Follow-up Item	Required?	Owner	Due Date	Notes
Sponsor notification	[Yes / No]	[Name]	[Date]	[Notes]
Client approval letter / contract notice	[Yes / No]	[Name]	[Date]	[Notes]
Baseline re-approval meeting	[Yes / No]	[Name]	[Date]	[Notes]
PMIS / repository update	[Yes / No]	[Name]	[Date]	[Notes]

12. IMPLEMENTATION PLAN

Track approved actions until fully embedded into the project.

Action ID	Action / Task	Owner	Start	Due	Status	Evidence / Link
A-01	[Update project management plan / baseline]	[Name]	[Date]	[Date]	[Not started]	[Link]
A-02	[Update schedule / budget / scope statement]	[Name]	[Date]	[Date]	[Not started]	[Link]
A-03	[Communicate decision to stakeholders]	[Name]	[Date]	[Date]	[Not started]	[Link]
A-04	[Implement approved change]	[Name]	[Date]	[Date]	[Not started]	[Link]
A-05	[Verify implementation result]	[Name]	[Date]	[Date]	[Not started]	[Link]

Documents / Records to Update After Approval

☐ Change log	☐ Project management plan	☐ Scope statement
☐ WBS / WBS dictionary	☐ Schedule baseline	☐ Cost baseline
☐ Requirements traceability matrix	☐ Risk register	☐ Issue log
☐ Lessons learned register	☐ Stakeholder register	☐ Communication plan
☐ Procurement / contract file	☐ Quality records	☐ Configuration records

Stakeholder Group	Message Required	Channel	Owner	Target Date	Confirmation
Sponsor / Client	[Decision and impact]	[Meeting / email]	[Name]	[Date]	[Yes / No]
Project Team	[Implementation instructions]	[Stand-up / email]	[Name]	[Date]	[Yes / No]
Vendors / Contractors	[Contract or delivery impact]	[Formal notice]	[Name]	[Date]	[Yes / No]
End Users / Operations	[Support or adoption impact]	[Briefing]	[Name]	[Date]	[Yes / No]

13. CLOSURE VERIFICATION AND AUDIT TRAIL

Confirm the change is complete, documented and controlled.

Closure Check	Complete?	Evidence / Reference	Verified By	Date
Approved decision recorded	[Yes / No]	[Decision ref]	[Name]	[Date]
Change log updated	[Yes / No]	[Log ref]	[Name]	[Date]
Affected baselines updated	[Yes / No]	[Baseline version]	[Name]	[Date]
Implementation completed	[Yes / No]	[Deliverable / task ref]	[Name]	[Date]
Stakeholders informed	[Yes / No]	[Communication ref]	[Name]	[Date]
Risks / issues updated	[Yes / No]	[Risk / issue ref]	[Name]	[Date]
Lessons learned captured	[Yes / No]	[Lessons ref]	[Name]	[Date]
Change formally closed	[Yes / No]	[Closeout ref]	[Name]	[Date]

13.1 Post-Implementation Review Notes

[Enter details here]

Final Status	[Closed / Cancelled / Reopened]	Closure Date	[DD-MMM-YYYY]
Closed By	[Name / Role]	Audit Reference	[File / log ref]
Closeout Evidence Package	Location / Link	Responsible Owner	Verified?
Signed change decision	[Repository link]	[Name]	[Yes / No]
Updated baselines and plans	[Repository link]	[Name]	[Yes / No]
Updated schedule / cost files	[Repository link]	[Name]	[Yes / No]
Stakeholder communication proof	[Email / minutes ref]	[Name]	[Yes / No]
Implementation verification evidence	[Inspection / acceptance ref]	[Name]	[Yes / No]

APPENDIX A. DEFINITIONS AND SCORING GUIDE

Use these notes to standardize form completion.

Term	Meaning in This Template
Integrated change control	Formal review and decision process for changes affecting project documents, deliverables, baselines or the project management plan.
Change request	A documented request to change an approved project baseline, deliverable, requirement, process or plan.
Change Control Board (CCB)	Person or group authorized to review and decide change requests according to project governance.
Baseline	Approved version of scope, schedule or cost used to measure and control project performance.
Configuration item	A controlled product, document, component or asset that must remain traceable and updated.
Impact analysis	Assessment of expected effects on scope, schedule, cost, quality, resources, risks, procurement, stakeholders and benefits.

Severity	Guidance
Low	Minor effect; can be handled within approved tolerance and existing resources.
Medium	Noticeable effect; may require plan updates, stakeholder communication or minor approval.
High	Major effect; likely affects baselines, budget, contract, critical path, quality, risk exposure or strategic commitments.

Decision	When to Use
Approved	The change is justified, funded, feasible and ready for implementation.
Approved with conditions	The change may proceed only after listed conditions, evidence or controls are satisfied.
Rejected	The change is not justified, affordable, feasible or aligned with project objectives.
Deferred	Decision is postponed due to missing information, timing, dependency, funding or governance requirement.
More information required	The request must be clarified or reanalyzed before a valid decision can be made.

APPENDIX B. REFERENCE NOTES

Sources used to design this standard template.

- Project Management Institute, PMBOK Guide Sixth Edition errata and corrected pages: Perform Integrated Change Control describes reviewing all change requests, approving and managing changes to deliverables, project documents and the project management plan, and communicating decisions.
- Project Management, 2nd Edition, Chapter 11.4 Change Control Process: explains that project changes should be documented, analyzed against constraints such as scope, schedule, cost, resources and quality, and routed to an approval authority or change control board where applicable.
- Documentero Change Request Form template: identifies practical form fields such as request information, change description, reason, impact assessment, proposed solution, alternatives, approvals and final decision.
- MindGenius Project Change Request template: highlights change type, risks, resource and cost estimates, impact of not making the change, initial impact analysis, alternatives, accomplishment approach, recommendations and decision.

Customization advice: adapt approval thresholds, decision roles, impact categories and required evidence to match your organization, contract, PMO process, industry regulations and project complexity.

TEMPLATE22

Integrated Change Control Form Template

Designed for project managers, PMO teams, sponsors and change control boards.
Editable Word template | Formal approvals | Impact analysis | Audit trail

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