

<b>Change Request (CR) Attribute</b>	<b>Description</b>
<b>CR Identification Number</b>	Number to identify the CR
<b>CR Title</b>	Brief sentence or phrase summarizing the change presented
<b>CR Status</b>	CR status elements: <ul style="list-style-type: none"> <li>▪ Open</li> <li>▪ Ready for Change Control Board (CCB) review</li> <li>▪ Held for future consideration</li> <li>▪ In implementation</li> <li>▪ Completed</li> <li>▪ Closed</li> <li>▪ Canceled/Denied</li> </ul>
<b>Vendor</b>	Name of Vendor involved with the CR.
<b>CR Owner</b>	Name of the person responsible for seeing the CR through to conclusion
<b>CR Description</b>	A detailed definition of the project change, including: <ul style="list-style-type: none"> <li>▪ Description of the proposed change</li> <li>▪ Justification why proposed change should be implemented</li> <li>▪ Impact if not implementing the change</li> <li>▪ Name of the person identifying the request or the meeting originating the request</li> </ul>
<b>Project Assigned To</b>	Vendor and Project Name
<b>Change Impact</b>	<ul style="list-style-type: none"> <li>▪ Document the full impact of the change, including schedule and cost, if applicable</li> <li>▪ Document the configuration items that need to be changed as a result</li> <li>▪ Document the impact to other projects and systems in operation</li> <li>▪ Note: This information may be provided as an attachment to the CR and noted as such in the Change Impact attribute</li> </ul>
<b>Notes/Updates</b>	To capture notes and/or updates during the life of the CR
<b>Work Estimate (in hours)</b>	Identify estimated hours by project phase for vendor resources, client resources, and other resource groups that have tasks that should be included for project. <ul style="list-style-type: none"> <li>▪ Initiation</li> <li>▪ Planning</li> <li>▪ Executing</li> <li>▪ Monitoring and Controlling</li> <li>▪ Closing</li> <li>▪ Implementation</li> </ul>
<b>Implementation Date</b>	Date projected change is expected to be implemented
<b>CR Creation Date</b>	Date CR was originally identified
<b>CR Approval Date</b>	Date CR was approved and ready for project inclusion
<b>CR Close Date</b>	Date CR was closed

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**Acronyms**

CCB	Change Control Board
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CR	Change Request
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