Program Change Request

Enhance Your Program Management with PMI Standard Templates

Welcome to the Program Management Templates designed according to **PMI's Standard for Program Management - Fifth Edition (2024)**. These templates are invaluable tools for professionals preparing for **PgMP Certification** on [**Knowledge Map**](https://knowledgemap.pm) (https://knowledgemap.pm). By completing these templates for your real programs, you seamlessly blend real-world experience with PMI program management concepts, ensuring a comprehensive understanding and practical application.

Explore the full range of templates to streamline your program management processes and elevate your expertise. Available Templates:

* Program Business Case
* Program Charter
* Program Management Plan
* Program Risk Register
* Program Benefits Register
* Benefits Management Plan
* Stakeholder Register
* Stakeholder Engagement Plan
* Program Governance Plan
* Program Change Request
* Resource Management Plan
* Risk Management Plan
* Schedule Management Plan
* Scope Management Plan
* Program Performance Report
* Change Log
* Change Management Plan
* Communications Management Plan
* Financial Management Plan
* Information Management Plan
* Lessons Learned Register
* Procurement Management Plan
* Quality Management Plan
* Final Program Report

To access and benefit from these templates, visit: [KnowledgeMap.pm/Certifications/PgMP](https://knowledgemap.pm/certifications/pgmp)

Utilize these structured, professional templates to ensure your program's success and to boost your readiness for PgMP certification.

Program Change Request Template

This template and guiding questions help ensure that all relevant information is captured and communicated effectively, facilitating informed decision-making and efficient implementation of program changes.

You could find the guiding questions for completing the **Program Change Request** template below titles of each section.

**Program Name**: [Insert Program Name]

**Change Request ID**: [Insert ID]

**Date**: [Insert Date]

**Submitted By**: [Insert Name]

**Contact Information**: [Insert Contact Information]

# Change Request Overview

* What is the main reason for proposing this change?
* What background information is necessary to understand the context of this change?

**Change Title**: [Insert Change Title]

**Description of Change**: [Provide a brief description of the proposed change, including the reason for the change and any relevant background information.]

# Impact Analysis

* How will this change affect the current scope of the program?
* What adjustments will need to be made to the schedule due to this change?
* What are the estimated additional costs or savings associated with this change?
* How will resources be reallocated or adjusted to accommodate this change?
* What new risks does this change introduce, and how can they be mitigated?

**Scope Impact**: [Describe how the change will impact the program scope, including any affected deliverables and components.]

**Schedule Impact**: [Explain how the change will affect the program schedule, including any changes to milestones or deadlines.]

**Cost Impact**: [Detail the financial implications of the change, including any additional costs or savings.]

**Resource Impact**: [Describe the impact on resources, including personnel, equipment, and materials.]

**Risk Analysis**: [Identify any new risks introduced by the change and how they will be mitigated.]

# Justification for Change

* How does this change align with the program’s strategic objectives?
* What are the expected benefits of implementing this change?
* Were any alternative solutions considered, and why were they not chosen?

**Business Case**: [Explain why the change is necessary and how it aligns with the program’s strategic objectives.]

**Benefits**: [Outline the expected benefits of the change, including any improvements in performance, efficiency, or quality.]

**Alternatives Considered**: [List any alternative solutions that were considered and explain why they were not chosen.]

# Implementation and Approval

* What is the high-level plan for implementing this change, including key activities and responsible parties?
* Who is requesting this change and who needs to review and approve it?

**Implementation Plan**: [Provide a high-level plan for implementing the change, including key activities, responsible parties, and timelines.]

## Requested By:

* **Name**: [Insert Name]
* **Title**: [Insert Title]
* **Date**: [Insert Date]

## Reviewed By:

* Name: [Insert Name]
* Title: [Insert Title]
* Date: [Insert Date]

## Approved By:

* Name: [Insert Name]
* Title: [Insert Title]
* Date: [Insert Date]

# Communication and Documentation

* How will stakeholders be informed about this change?
* Which program documents need to be updated as a result of this change?

**Stakeholder Communication Plan**: [Describe how the change will be communicated to stakeholders, including who will be informed, how, and when.]

**Documentation Updates**: [List any program documents that need to be updated as a result of the change.]

**Signatures:**

**Program Manager**: [Signature, Date]

**Program Sponsor**: [Signature, Date]

**Steering Committee Chair**: [Signature, Date]