

Change Request Form

Date Request Submitted: February 10, 2005

Title of Change Request: Add Expenses Entry and Reporting

Change Order Number: 2.6.1

Submitted by: Henry Rutherford III

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Change Category: Scope Schedule Cost Technology Other

Description of change requested:

The client would like to add the ability to enter expenses for travel and create an expense report.

Events that made this change necessary or desirable:

Like to have

Justification for the change/why it is needed/desired to continue/complete the project:

This will affect the project schedule, this may need to be added or considered at the end if there is time to add this functionality

Impact of the proposed change on:

Scope: The time allotted for this project may not allow for this change to be implemented.

Schedule: The schedule is set and the change will have to be considered again half through the project.

Cost: Man hours for the implementation could cost as much as 30 man hours

Risk: If this is placed in the project it might bump out the Sync and that can not happen

Suggested implementation if the change request is approved:

At this time we would need to add a new team member or deliver the project short some of the functionality.

Required approvals:

_____	_____	Approved <input type="checkbox"/>
Name/Title	Date	