

Change Management Form

Date _____

Change Order # _____

The objective of the change management process is to document discoverables / flaws that will require additional costs to achieve the objective of this project. It also documents the approval to proceed. Any change identified will be reviewed and approved by the Owner or Owners representative before any work begins.

Description of Discoverable

Description of the Change Request

Cost of Change and Schedule Impact

Schedule Delay _____ days

\$ Cost _____

Approval to Proceed

_____ Date of Approval _____