

# PROJECT CLARIFICATION / AMENDMENT

**Project Name** \_\_\_\_\_

**Team Leader** \_\_\_\_\_

**Request Date** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Issue / Questions:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Proposed Resolution:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Resources Needed:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Client/Sponsor Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Submitted by:** (PROJECT MANAGER)  
\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Response Verified by:** (CLIENT/SPONSOR)  
\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_