**Project Change Control Template**

|  |  |
| --- | --- |
| Company Name | Project Name |
|   |   |
| Change Proposal |   |
| Review (detailed review attached, if necessary) |   |
| Reason for Change |   |
| Departments Involved |   |
| Report (detailed report attached) |   |
| Change Implementation |   |
| Result |   |
| Document |   |
| Authorized by |   |
| Date of Proposal |   |
|  Date of Change w/e from: |   |

Authorized Signatories

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(credit: Amanda Dcosta)