# *Instructions:* [0300-0360-005-C PROJECT CHANGE REQUEST](https://it.nc.gov/media/1120/open)

1. **Project Information**

| 1.1 Project Information |
| --- |
| **Agency** | **Project Name** | **Project Manager**  | **Project Phase** |
|       |       |       |       |
| **Project Id** | **Change Request Number** |  |  |
|       |       |  |  |

| 1.2 Change Request Impact |
| --- |
| *Check all that apply to this Change Request.* |
|  [ ]  Scope [ ]  Schedule [ ]  Budget  |

# 2.0 Change Request Description

| 2.0 Change Request Description |
| --- |
| 2.1 Description of Change Request |       |
| 2.2 What is driving the CR?  *(Check all that apply.)* | [ ]  New Requirements [ ]  Federal Requirements [ ]  Items Need to be Purchased[ ]  Schedule Slippage [ ]  Vendor Performance [ ]  Software Defect Resolution[ ]  Legislative Mandate [ ]  Budget Constraints  |
|  | [ ]  Other        |

#

# 3.0 Project Impact

|  |
| --- |
| 3.1 Scope Impact to the Project |
| *Describe the change to the project scope. What requirements are being added, modified or removed.* |
|  |
|  |
| 3.2 Schedule Impact to the Project |
| *Describe the schedule impact to each of the project phases.*  |
| **Project Phase** | **Current Dates** | **New Forecast Dates** |
| **Start** | **End** | **Start** | **End** |
| Business Concept |  |  |  |  |
| Initiation Phase |  |  |  |  |
| Planning & Design Phase |  |  |  |  |
| Execute & Build Phase |  |  |  |  |
| Implement Phase |  |  |  |  |
| Implementation Date Milestone |  |  |  |  |
| Closeout Phase |  |  |  |  |
| **Total Project Schedule Impact in Days** |  |

| 3.3 Cost Impact to the Project |
| --- |
| *Describe the cost impact to each of the project phases based on project schedule.* |
| **Project Budget** | **Current Cost** | **CR Amount** |  **Revised Cost** |
| Agency Personnel |  |  |  |
| External Personnel |  |  |  |
| Vendor RFP |  |  |  |
| ITS Services |       |       |       |
| Hardware and Infrastructure |  |  |  |
| Software |  |  |  |
| Software as a Service |       |       |       |
| Other |  |  |  |
| Total Project Cost |  |  |  |
| 5 years O & M |  |  |  |
| Total Cost of Ownership |  |  |  |
| **Total Project Cost Impact in Dollars** |  |  |  |

| 3.4 Budgetary Information |  |
| --- | --- |
| Amount funded should be the CR Amount (Total Project Cost Impact in Dollars) and the budget information that the CR amount will be paid out of. |
| **Company Code** | **Budget Code** | **Fund Code** | **Cost Center** | **Amount Funded** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| 3.5 Source of Funds % |
| **State:** |  | **Federal:** |  | **Receipts:** |  | **Other:** |  |

| 3.6 Impact if Not Approved |
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| *Describe the impact if the Project Change Request is not approved.* |
| **Type of Impact** | **Description of Impact** |
| Impact if change request is not approved. |       |

# 4.0 Change Request Review and Approval

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title** | **Name** | **Signature** | **Recommendation** | **Comments** | **Date****(MM/DD/YYYY)** |
| Project Manager |       |       | Initiator - NA |       |       |
| Agency PMO |       |       | [ ]  Concur[ ]  Non-Concur |       |       |
| Additional (list) |       |       | [ ]  Concur[ ]  Non-Concur |       |       |
| **Agency Titles** | **Name** | **Signature** | **Agency Approval** | **Comments** | **Date****(MM/DD/YYYY)** |
| Business Owner |       |       | [ ]  Yes [ ]  No |       |       |
| Agency CIO |       |       | [ ]  Yes [ ]  No |       |       |
| Agency CFO |       |       | [ ]  Yes [ ]  No |       |       |
| **Statewide Titles** | **Name** | **Signature** | **Statewide Approval** | **Comments** | **Date****(MM/DD/YYYY)** |
| **\***OSBM Director |       |       | [ ]  Yes [ ]  No |       |       |
| \*SCIO orEPMO Director (delegate) |       |       | [ ]  Yes [ ]  No |       |       |

*The signatures above indicate an understanding of the purpose and content of the Change Request. By signing this document or emailing approval of this document, they are agreeing to approve the Change Request and use this document as the formal Project Change Request Form.*

***\**** *Not required for a Project Change Request meeting the Agency Threshold Requirements.*