|  |  |
| --- | --- |
| Project name:  |  |
| Change submission |
| Date: |  | Change # |  |
| Change Requestor |  |
| Change Category (Check all that apply): | ⬜ Corrective action⬜ Preventative action⬜ Defect repair⬜ Regulatory |
| Change details |
| **Topic** | **Details:** |
| ***Change description:*** | * *Text here*
 |
| ***Change reason:*** | * *Text here*
 |
| ***Describe all alternatives considered:*** | * *Text here*
 |
| ***Impact of change:*** | * *Text here*
 |
| ***Describe risks to be considered for this change:*** | * *Text here*
 |
| ***Justification:*** | * *Text here*
 |

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| --- |
| **Impact analysis** |
| **#** | **Resource** | **Duration** | **Cost** | **Comments** |
| 01 |  |  |  |  |
| 02 |  |  |  |  |
| 03 |  |  |  |  |

|  |
| --- |
| **Decision** |
| **#** | **Decision** | **Owner** | **Impact** |
| 01 |  |  |  |

|  |  |
| --- | --- |
| **Change Board Approval** |  |
| **Name** | **Role** | **Signature** | **Date** |
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