

[Company Name]

Scope Change Request

Scope Change Request ID: [Enter ID]
Date Submitted: [Enter Date]
Project: [Enter Project Name]
Business Owner: [Enter Business Owner]
Submitted by: [Enter Submitter]
Priority: [Enter Priority - High, Medium, Low]

Scope Change Description

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Business Purpose

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Business Impact

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Benefits

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Alternate Workarounds

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Cost Estimates

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Additional Information

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Scope Change Approved?

☒ Yes ☐ No

Name	Title	Date

Comments

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[Company Name]

Scope Change Request

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