

Change Control Request

Change Control Request is one of the project management document you can create with our [project management lifecycle software](#).

A change request arises when someone wants a change to the agreed-upon project baseline or deliverables for a project. It can pertain to project, product, documents, requirements, or any other control items identified and documented under the Change and Configuration Management Plan. The Change Request Log maintains a list of all change requests submitted with summaries to the dispositions and justifications.

This article shows you how to develop a Change Control Request.

Activity 1: Develop Change Control Request

Describe a change request in detail.

The screenshot displays the 'E-Octopus * - Visual Paradigm Enterprise' application window. The breadcrumb navigation shows 'Develop Change Control Request' > 'Change Request Form'. The main area is titled 'Detail of Change Request' and contains a table with the following rows:

| Field | Value |
|-------------------------------------|---|
| Request Description | Provide additional smart device to fulfill the testing requirement of testing the E-Octopus app, or have one of the testing engineer idle. |
| Reasons/Goals for change | The amount of smart device we have is less than the number of team members being assigned to test this feature. In order to fully utilize the testing resources, we shall provide one more smart device for the testing team. |
| Impacts - Additional Project Effort | No change. |
| Impacts - Cost | Based on the Resource Plan, the unit price of smart device is \$350. |
| Impacts - Scope | No change. |
| Impacts - Schedule | No change. |
| Impacts - Resources | One more smart device. |

At the bottom right of the form, there is a button labeled 'Finished. Back to Process Steps.'.