

Change Request Log

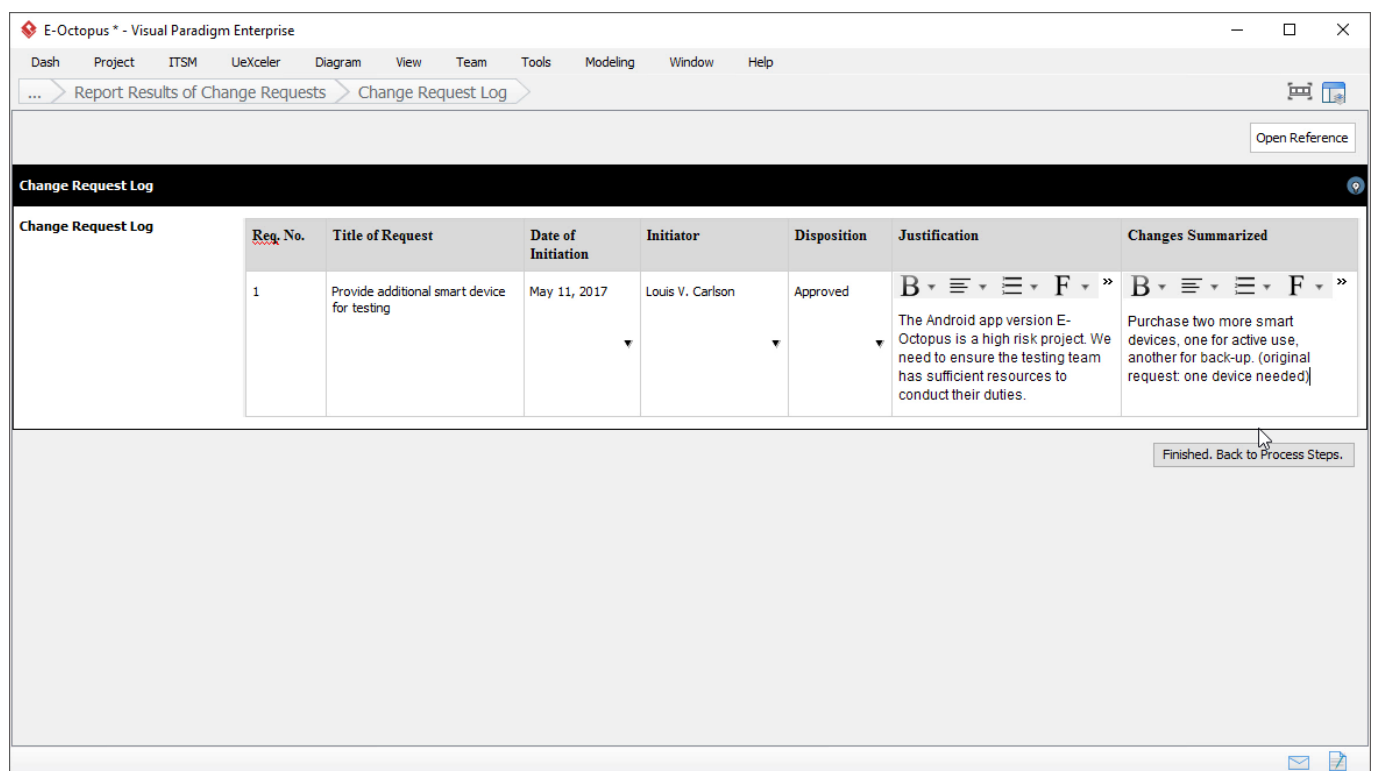
Change Request Log is one of the project management deliverable you can create with our [project management lifecycle tool](#).

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 Request Log.

Activity 1: Report Results of Change Requests

Report the results of change requests submitted.



The screenshot displays the E-Octopus software interface. The title bar reads "E-Octopus * - Visual Paradigm Enterprise". The menu bar includes "Dash", "Project", "ITSM", "UeXceler", "Diagram", "View", "Team", "Tools", "Modeling", "Window", and "Help". The breadcrumb navigation shows "Report Results of Change Requests" > "Change Request Log". An "Open Reference" button is visible in the top right. The main content area is titled "Change Request Log" and contains a table with the following data:

Req. No.	Title of Request	Date of Initiation	Initiator	Disposition	Justification	Changes Summarized
1	Provide additional smart device for testing	May 11, 2017	Louis V. Carlson	Approved	The Android app version E-Octopus is a high risk project. We need to ensure the testing team has sufficient resources to conduct their duties.	Purchase two more smart devices, one for active use, another for back-up. (original request: one device needed)

At the bottom right of the table area, there is a button that says "Finished. Back to Process Steps." The status bar at the very bottom shows an email icon and a refresh icon.