

Change Request Template

Investment Name <i>(drop down)</i>	<input type="checkbox"/> Scope <input type="checkbox"/> Cost <input type="checkbox"/> Schedule	IMT Project ID & Project Name	
Program Manager		Project Manager	
Change Type <i>(drop down)</i>		Effective Date <i>Enter the calendar date during which the requested change is expected to begin.</i> <i>May be the same as the "Submitted On" date; <u>CANNOT</u> be a date in the past</i>	
Change Impact <i>(drop down)</i>		Change Status <i>(drop down)</i>	
Change Type / Impact Area		Current Baseline Cost <i>(Required if Cost is selected as a Change Type)</i>	
Submitted By		Proposed New Cost <i>(Required if Cost is selected as a Change Type)</i>	
Overall Rationale for Change <i>An explanation of reasoning for submitting the change request, including proposed changes to scope and planned dates.</i>		Submitted On Overall Impact of Change <i>An explanation of the impact that submitting this change request will have on the approved baseline.</i>	
		OMB Federal IT Dashboard Baseline Change Comment <i>Condensed version of rationale for change; Information publicly viewable on the Federal IT dashboard.</i>	

Required Approval(s)*: <i>Select your role from drop down</i>	Electronic Signature		
		Approval Date	
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OMB Federal IT Dashboard Rebaseline Submission Date <i>(To be completed by E300 PMO)</i>		OMB Federal IT Dashboard Rebaseline ID <i>(To be completed by E300 PMO)</i>	
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Baseline Change - C.1 Projects Table

OMB ID	<i>Columns B and C: Mandatory - Enter project name and action to be performed.</i>	<i>Columns D - G: As Applicable - Enter only information to be added, modified, or deleted.</i>	<i>Columns H and I: Mandatory - Provide rationale for change and impact of change.</i>					
	Project Name	Action	Objectives/Expected Outcomes	Project Start Date	Project Completion Date	Project Lifecycle Cost	Rationale For Change	Impact Of Change

Baseline Change - C.2.1 Activity Table (Cost and Schedule)

<i>Columns B and C: Mandatory - Enter activity name and action to be performed.</i>		<i>Columns D - H: As Applicable - Enter only information to be added, modified, or deleted.</i>					<i>Columns I and J: Mandatory - Provide rationale for change and impact of change.</i>		
OMB ID	Activity Name	Action	Activity Description	Structure ID	Planned Cost	Planned Start Date	Planned Completion Date	Rationale For Change	Impact Of Change

Baseline Change - C.2.2 Agile Activity Table (Cost and Schedule)

<i>Columns B and C: Mandatory - Enter activity name and action to be performed.</i>				<i>Columns D - L: As Applicable - Enter only information to be added, modified, or deleted.</i>				<i>Columns M and N: Mandatory - Provide rationale for change and impact of change.</i>					
OMB ID	Release Name	Release Number	Action	Release Description	Planned Start Date	Planned Completion Date	Planned Cost	NPI	NPE	DTC	DPC	Rationale For Change	Impact Of Change