

Request For Change Form

Name of Project: Mongoose 2150 Touring Bike

Project Manager: ERAU Student

Change Request: Employee Overtime

Change Request Date: July 24, 2013

Change Requested by Name: Christopher Abbott

Current Project Phase: Assembly

Description of Change:

In order to expedite completion of the bicycle due to the ordered parts not arriving from shipping as expected, worker overtime is requested to complete the project on time.

Scope Impact: No impact

Cost impact:

Employee Overtime = \$500

Total Cost Increase = \$500

Quality Impact: No Impact

Possible Risks: Employee unavailability

Impact: Delay in other ongoing projects

Reviewed By: Project Manager

Position: PM

Date: July 24, 2013

Recommended

~~/Reject~~

Signature Project Manager

Action:

Approve