Change Request Form

By

Chris Goff

For

Embry Riddle Aeronautical University

**Change Request Form**

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| Name of Project: Bicycle Project | Project Manager: Chris Goff |
| Change Request #: 2 | Change Request Date: April 30, 2017 |
| Change Requested by Name: Chris Goff | Current Project Phase: 5 |
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| Description of Change: Due to WBS 1.5.1 slipping a bit, shifting system was delivered late. Supposed to take 21 days to deliver, but received the parts after 22 days. Plan to compress the schedule one day on WBS 1.8.1 at a cost of $259.  |
| Scope Impact: The keep the project completion date will change to May 16, 2017.  |
| Schedule Impact: Project will keep the completion date same.  |
| Cost Impact: Due to compressed schedule, the cost to have the Frame Set completed but cost $259.  |
| Quality Impact: None. Just adding a person to the WBS 1.8.1 to that task.  |
| Possible Risks: Adding an additional person will not correct the schedule slippage. Client may be disappointed that the product possibly will not be delivered after the additional investment to move the time up from the first change in schedule.  |
| Reviewed By: Chris Goff | Position: Project Manager | Date: April 30, 2017 |
| Recommended Action Approve or Reject: Approved. |

Reference:

Dow, W., PMP. (2015). Project Management Communication Tools. Page 368. Dow Publishing

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