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 #: 1 | Change Request Date: May 12, 2017 |
| Change Requested by Name: Chris Goff | Current Project Phase: 1 |
|  |
| Description of Change: Permission to purchase Project Insurance to offset losses.  |
| Scope Impact: None |
| Schedule Impact: None  |
| Cost Impact: The cost of this insurance has been researched to find the most affordable to be Annex Insurance policy, which cost $359.00. |
| Quality Impact: None |
| Possible Risks: Hopefully none. |
| Reviewed By: Chris Goff | Position: Project Manager | Date: May 12, 2017 |
| Recommended Action Approve or Reject:  |

Reference:

PMI. (2013). A Guide to the Project Body of Knowledge (POMBOK Guide) Fifth Edition.

Project Management, Inc. Newtown Square, Pennsylvania.