**Change Request Form**

**By**

**Chris Goff**

**For**

**Embry Riddle Aeronautical University**

**Change Request Form**

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| **Name of Project:** Bicycle Project – Team 7 | | **Project Manager:** Nicholas Nabors | |
| **Change Request #:** 2 | | **Change Request Date:** April 23, 2017 | |
| **Change Requested by Name:** Christopher Goff | | **Current Project Phase**: 2 | |
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| **Description of Change:** WBS 1.3 will need to be extended to add training wheels to the bicycle, resulting in an increase cost of $225 to the project. | | | |
| **Reason For Change:** The sponsor has requested that training wheels be added to the bicycle due to the bicycle recipient not yet knowing how to ride a bicycle. | | | |
| **Scope Impact:** The project completion date will change from May 16, 2017 to May 22, 2017. | | | |
| **Schedule Impact:** Project will be completed 6 days later than the original completion date. | | | |
| **Cost Impact:** Due to added materials, labor costs, and rush delivery costs for the added training wheels, the total cost impact will be an additional $225. | | | |
| **Quality Impact:** This change will not affect the quality of the product because the training wheels can easily be taken off the bicycle for optimal speed. | | | |
| **Possible Risks:** There are no major risks associated with this change. | | | |
| **Reviewed By:** Nicholas Nabors | **Position:** Project Manager | | **Date:** April 23, 2017 |
| **Recommended Action Approve or Reject:** Approved | | | |

Reference:

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

Fifth Edition. Project Management Institute, Inc. Newtown Square, Pennsylvania.