

## PROJECT CHANGE/ISSUE REQUEST LOG TEMPLATE

PROJECT TITLE: \_\_\_\_\_

PROJECT MANAGER: \_\_\_\_\_

### Change Request Log

|    | DESCRIPTION OF CHANGE | REQUESTED BY | CHANGE REQUEST DATE | IMPACT ON PLAN | APPROVED/REJECTED DATE | STATUS |
|----|-----------------------|--------------|---------------------|----------------|------------------------|--------|
| 1. |                       |              |                     |                |                        |        |
| 2. |                       |              |                     |                |                        |        |
| 3. |                       |              |                     |                |                        |        |
| 4. |                       |              |                     |                |                        |        |
| 5. |                       |              |                     |                |                        |        |

### Issue Log

|    | ISSUE | OWNER | STATUS | DATE OPENED | DATE CLOSED | RESOLUTION |
|----|-------|-------|--------|-------------|-------------|------------|
| 1. |       |       |        |             |             |            |
| 2. |       |       |        |             |             |            |
| 3. |       |       |        |             |             |            |
| 4. |       |       |        |             |             |            |
| 5. |       |       |        |             |             |            |