

Memorandum

DATE: Month Day, Year

CMR: (no.)

TO: CRC Director / Deputy Director

FROM: (Program Manager or Project Delivery Director)

i.e.
Change in Budget
Change in Budget and Scope
Change in Bid Let Date

SUBJECT: Change Management Request – Change in _____
Name of Project Package and WBS Number

Requested Action:

Clearly define the requested action. Clearly state what action is required by the CRC Director (budget change, scope change, schedule change, etc.). If a change in budget or schedule is requested, provide the required information in the appropriate table below. For budget changes, show all of the funding sources on the project package regardless of whether they change or not. All budget and schedule changes must be supported by detailed justification and/or attachments.

Name of Project Package / WBS Number						
	PE	ROW	Utilities	CE	Const	Total
<i>Current Budget</i>						
<i>Budget Change</i>						
<i>Revised Budget</i>						

Name of Project Package / WBS Number						
	RFQ Date	RFP Date	Milestone Date	Bid Let Date Advertisement	Award Date	Substantial Completion Date
<i>Current Schedule Date</i>						
<i>Revised Schedule Date</i>						

Background:

Provide background information on the project package and the change. The purpose of the background information is to provide a basis for the requested change. Clearly indicate all of the effects of the change on budget, schedule, scope, permitting or other project package issues. If other project packages are affected by the change, state how they interact.

Justification:

Provide the justification for the change. If alternatives were analyzed, summarize the recommended option and the other alternatives. If budget data is provided, all budgets must be supported by detailed justification and/or attachments. Summarize any facts based on studies or design calculations needed to justify the change and include complete information. Any statement about a factor which justifies the need for the change must be substantiated.

(Name)
Program Manager or Project Delivery Director

Date Requested

Nancy Boyd
CRC Director

Date Approved

Kris Strickler
Deputy Director

Date Approved

Attachment A: _____

Attachment B: _____