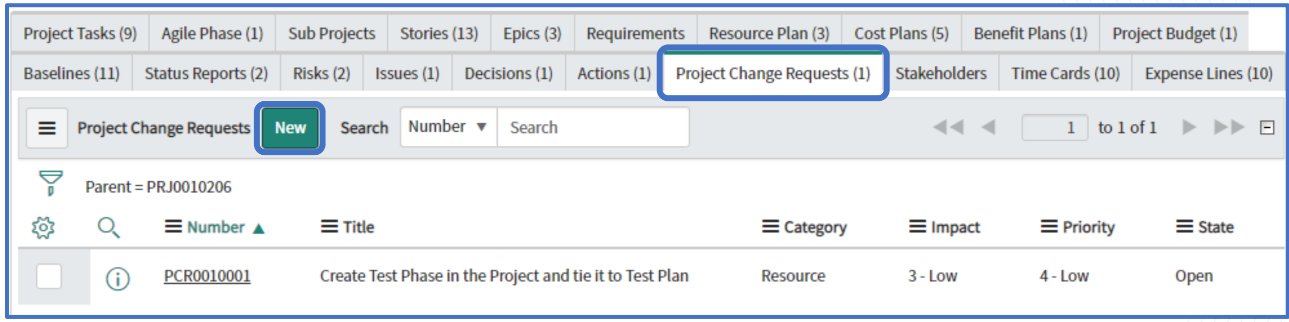
Creating a Project Change Request

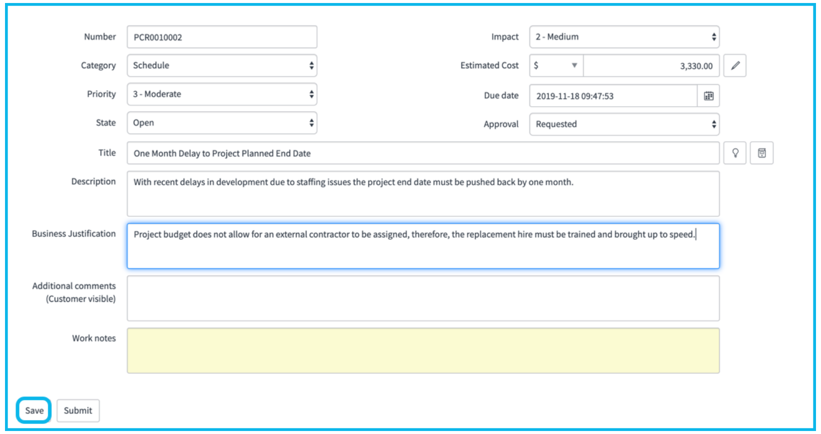
Quick Reference Guide

Creating a Project Change Request

A project change is any modification to any Plan, Document, Work Product, Deliverable, or Artifact that effects resources, scope, schedule, or cost. Project Change Requests (PCR) can be created on a project by using the PCR related list at the bottom of the form. PCR details are available on the project Status Report.

1. Once you have opened the project scroll to the bottom of the form to view the related lists. Select the Project Change Request related list and click the **New** button.
2. Complete the form fields and **Save** the form.
    - The **Category** field identifies if this change is due to a change in resource, scope, schedule, or cost. Based on the chosen category other fields should be populated appropriately.
    - The **Approval** field can be used to manually track the state of the approval process by identifying if it is Not Yet Requested, Requested, Approved, or Rejected.
    - Provide a **Business Justification** to justify why the change needs to occur.





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To modify the PCR, click on the Number or double click on any other field for inline editing.

	Number ▲	Title	Category	Impact	Priority	State
	PCR0010001	Create Test Phase in the Project and tie it to Test Plan	Resource ▾		4 - Low	Open