

The logo features the Georgia Institute of Technology's interlocking 'GT' monogram in the top left corner. The background is a semi-transparent, olive-green overlay of a photograph showing the interior of a large, industrial tunnel or subway station, with a prominent circular light fixture and structural elements.

**Georgia
Tech**



CREATING THE NEXT

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.

The screenshot shows a software interface with a navigation bar at the top containing various project-related items: Project Tasks (9), Agile Phase (1), Sub Projects, Stories (13), Epics (3), Requirements, Resource Plan (3), Cost Plans (5), Benefit Plans (1), and Project Budget (1). Below this, a secondary bar lists: Baselines (11), Status Reports (2), Risks (2), Issues (1), Decisions (1), Actions (1), Project Change Requests (1), Stakeholders, Time Cards (10), and Expense Lines (10). The 'Project Change Requests (1)' item is highlighted with a blue box. Below the navigation bars, there is a 'Project Change Requests' section with a 'New' button (highlighted in green), a search bar, and a table of related items. The table has columns for Number, Title, Category, Impact, Priority, and State. One item is visible: PCR0010001, 'Create Test Phase in the Project and tie it to Test Plan', Resource, 3 - Low, 4 - Low, Open.

The screenshot shows the 'Project Change Request' form. Fields include: Number (PCR0010002), Impact (2 - Medium), Category (Schedule), Estimated Cost (\$ 3,330.00), Priority (3 - Moderate), Due date (2019-11-18 09:47:53), State (Open), Approval (Requested), and Title (One Month Delay to Project Planned End Date). The Description field contains: 'With recent delays in development due to staffing issues the project end date must be pushed back by one month.' The Business Justification field contains: 'Project budget does not allow for an external contractor to be assigned, therefore, the replacement hire must be trained and brought up to speed.' There are also fields for Additional comments (Customer visible) and Work notes. At the bottom, there are 'Save' and 'Submit' buttons.

Creating a Project Change Request

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

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