



## Change Request

PRINCE2

Fadil Lika

26 March 2018

SAMPLE RFS RENOVATIONS

Project Name: Smith/ E16 - Kitchen and Bathroom Renovation  
 Document Reference: RFS534  
 Customer Name: Mr Smith

Project Name:	Smith/ E16 - Kitchen and Bathroom Renovation
Date:	26 <sup>th</sup> March 2018
Author/Owner:	Fadil Lika
Client Name:	Mr Smith
Client Address:	18 Kildare Road, Canning Town, E16 4AD
Document Number:	RFS534

Originator Name:		Request No.
Originator Phone No.:		Date Requested:
Change Title: <i>if applicable</i>		
Description of Change: (please provide as much detail as possible)		
Change Impact: Cost: <i>If any (quotation)</i>		
Change Impact on Time: (Estimated time to implement new change and any impact on other deliverables)		
Option 1:	Implementing the change request will extend the project for further three weeks at an additional cost of £xx	
Option 2:	Do nothing as this has an impact on time and cost	
Agreed Recommendation:	Option 1	
Change Approved Date:		
Change Approved By:	Project Sponsor (Client) Mr Smith	