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| **Change request form** | | | | | | | | |
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| Please fill-out bellow form to provide information about requested change in implementation project. | | | | | | | |  |
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| **Project name** | | | **Request date** | | |  | | |
|  | | |  | | |  | | |
| **The requestor** | | | | | | | | |
| Please provide name, surname and contact details: email, mobile phone | | | | | | | | |
| **Change type** | | | | | | | | |
| Please specify what type of change you’re requesting:   * **Time**: Changes in project timeline, i.e. go-live or on-site visit day etc. (applies only to club during implementation) * **Scope**: Changes in project tasks list, i.e. additional configuration, changes in migration etc. * **Other:** Other changes | | | | | | | | |
| **WHO caused change** | | | | | | | | |
| * Club * Perfect Gym * 3rd party (i.e. payment provider, integrator) | | | | | | | | |
| **Reason for change** | | | | | | | | |
| Please describe what caused change. | | | | | | | | |
| **Scope of change** | | | | | | | | |
| Please describe detail scope of change. | | | | | | | | |
| **effect of no change** | | | | | | | | |
| Please describe possible effects of lack of change. | | | | | | | | |
| **Priority** | | | | | | | | |
| M: **Must have** - Mandatory S: **Should have** - Of high priority  C: **Could have** - Preferred but not necessary | | | | | | | | |