**ERP - Change Request Form**   
International Construction Consortium (Pvt) Ltd

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1.) SUBMITTER - GENERAL INFORMATION** | | | | |
| **Project/Division** |  | | | |
| **Type of Change Request** | Enhancement | Defect |  | |
| **Module** |  | | | |
| **Submitter Name** |  | | | |
| **Brief Description of Request** |  | | | |
| **Date Submitted** |  | | | |
| **Date Required** |  | | | |
| **Priority** | Low | Medium | High | Mandatory |
| **Reason for Change** |  | | | |
| **Comments** |  | | | |
| **E-mail Attachments or References** | Yes | | No | |
|  | | | |
| **Copy Request E-mail to Div. Head / PM** | Yes | | No | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2.) ERP DIVISION - INITIAL ANALYSIS** | | | | |
| **Hour Impact** |  |  | | |
| **Duration Impact** |  |  | | |
| **Schedule Impact** |  |  | | |
| **Cost Impact** |  |  | | |
| **Comments** |  | | | |
| **Recommendations** |  | | | |
| **Approval Signature** |  | | **Date Signed** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **3.) DIRECTOR’S - DECISION** | | | | | | |
| **Decision** | Approved | Approved with Conditions | | Rejected | | More Info |
| **Decision Date** |  | | | | | |
| **Decision Explanation** |  | | | | | |
| **Conditions** |  | | | | | |
| **Approval Signature** |  | | **Date Signed** | |  | |