Change Request Tracking Log Fields Description	
Field	**Description**
ID	Unique identifier used to track each change request.
Impacted area	The reason the change is being requested. Change category includes: Quality/Scope, Schedule/Time, Budget/Cost, Complex areas, Other
Change description	A description of the change. This should provide enough information to get an understanding of the change being requested.
Requestor	The team member(s) who is requesting the change.
Date requested	The date the change request is being made.
Status	The state of the change at a point in time. Change status category includes: Open, Assigned, Closed-Rejected and Closed-Accepted.
Owner/ Approver	The person responsible for approval of change request.
Approval date	The date the Change Request was approved by the approver.
Comment	General comment regarding the request.

[Project name]
Scope change log

	Change request information						Change Decision			
ID	Work Stream	Project/ Work Order	Impacted area	Change description	Requestor	Request date	Status	Owner/ Approve	Approval date	Comments
	IPS core	7.1. Transfer Order	Schedule/Time	*Deadline for requirements description needs to be postponed latest to*	*Name Surname*	*2022 05 17*	*Rejected*	*N/A - rejected*	*N/A - rejected*	*This is a sample note*
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