Change Log	

Purpose and application	
Purpose	Documentation of all the requests regarding changes to the project commitment
	· Shows changes, their status, who will make decisions, their priority and regulation
When it can be used	· Continuously throughout the project
	· For information distribution
	· As a complement to the original objective, when delivering and transferral, to show history regarding the agreed changes
Those who can use it	Project managers, sub-project managers, programme managers

Functionality	
Instructions as to how it works	1. Document and describe the identified change requests in the list
	2. Specify for each request the status, the regulation, etc. Use the predefined alternatives in the table
	3. The tab "Graph, status" shows the number of requests and their respective status.
	4. The tab "Graph, priority" shows the distribution of the open requests with the highest priority (must) assigned to the respective decision fora. All the columns Regulation, Priority and Decision forum need to be filled out for this graph to work. Rejected or closed items are not shown. I the second graph shows the number of requests of each kind and their priority.
	· The requests in the list can be sorted using Excel functionality.
	· Specify the request number manually (if you use automatic numbering, filtering and sorting will not work)
	· The list accomodates 100 requests
	· If additional rows are required, - unlock the sheet "List" via Review ► Unprotect sheet - Select a whole row where the new row is required. "Right click"; choose Insert row NOTE! Before ending, lock the sheet via Review ► Protect sheet

Change list

<Project name> (<Project ID>)

No.	Sub-area	Description	Status	Regulation	Prio	Decision forum	Cost	Ready-date	Person resp.

Change list

<Project name> (<Project ID>)

Change list, status		
Type of status	**Number**	**In percent**
New	0	#DIV/0!
Investigated	0	#DIV/0!
Active	0	#DIV/0!
Rejected	0	#DIV/0!
On hold	0	#DIV/0!
Closed	0	#DIV/0!

Change list
<Project name> (<Project ID>)

Open issues, top priority (must)

	Deviation	Change
SG		
PO		
PM		
Ref. users		
Ref. maint.		

Decision forum

Priority, distribution

Priority	Number	In percent
Must	0	#DIV/0!
Shall	0	#DIV/0!
Could	0	#DIV/0!
Wish	0	#DIV/0!

■ Must
■ Shall
□ Could
□ Wish