**Project Change Request (PCR)**

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| **Request** |
| Project ID: | Project Title: |
| Requested By: | Title: |  Company: |
| Date: | Location: |  |
| Description of Request: |
| Justification of Request: |
| Request Attachments: ☐ Not Required   ☐ Enclosed  |
| **Analysis** |
| PCR Number: | PCR Title: |
| Request Type: ☐ Information ☐ Design Change ☐ Scope Change   ☐ Other Change   |
| MOC: ☐ Required   ☐ Not Required | MOC #: |
| Root Cause: | ☐ Regulatory Issue☐ Engineering Request☐ Act of Nature | ☐ Implementation Issue☐ Discovery☐ Other |
| Reviewed By: | Title: |
| Company: | Review Date: | Phone Number |
| Risks: ☐ Risk Assessment ☐ Environmental Review ☐ Safety Review ☐ SOC Review ☐ Engineering SME |
| Document Impacts: | ☐ Scope Revision☐ Design Revision☐ Contract Change  | ☐ Contractor Change Order☐ Work Order Revision☐ AFE Revision |
| Cost Impact: ☐ Not significant ☐ Summarized Below ☐ Additional Funding ApprovalSchedule Impact: ☐ Not significant ☐ Summarized Below |
| Cost Impact ($): | Schedule Impact (Days): |
| **Response** |
| Disposition: ☐ Approved ☐ Denied ☐ Approved with Conditions |
| Response Attachments: ☐ Not Required ☐ Enclosed |
| **Approval** |
| Project Technical Lead Name: | Signature: ☐ Not Required ☐ RequiredDate: |
| Implementation Lead Name: | Signature: ☐ Not Required ☐ RequiredDate: |
| Manager of Projects Name: | Signature: ☐ Not Required ☐ RequiredDate: |
| Project Manager Name: | Signature: ☐ Not Required ☐ RequiredDate: |
| Site Engineer Name: | Signature: ☐ Not Required ☐ RequiredDate: |
| Executive Sponsor Name: | Signature: ☐ Not Required ☐ RequiredDate: |