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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.  |  |
|  |  |  |  |  |  |  |  |
| **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** - MandatoryS: **Should have** - Of high priority C: **Could have** - Preferred but not necessary |