# Attachment: Project Change Request Form Template

The **Project Change Request Form** is used to document changes to the original project scope and support request for additional funds. It is provided to the client for review, approval and funds commitment.

**To:** Client Name

**From:** Project Manager Name [PM](mailto:mcytryn@oit.rutgers.edu) Email, PM Phone

**Date:** Date

**Subject:** Project Name, Project Number - Project Change Order #

The Office of Information Technology (OIT) Project Management Office (PMO) is responsible for the planning, coordination, tracking and financial management of OIT project initiatives undertaken on behalf of the Rutgers University community. In this role, the PMO serves as primary client liaison and is responsible to assist the client in review and approval of this change order.

# Note: This estimate is valid for thirty days from the date of the proposal. General Scope of Work: (Budget $$$$$)

Brief description of work to be done

# Cost Overview:

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **Total** | **$** |

If you choose to go forward with this proposal, please follow the following instructions for payment to ensure your payment is received by our organization. Once we have received payment, we will schedule your work to begin.

# Payment

*See Page 2 for RU Market Place instructions.*

By issuing a purchase order to the OIT PMO, the client:

1. provides signoff on the full content of this proposal,
2. agrees to approve invoicing by the PMO to the client for the full amount of project funding at commencement of project work, and
3. agrees to be liable for any and all invoiced purchase orders issued by the PMO on the client’s behalf for said project.

The client understands that the funds transfer is necessary for the PMO to recover costs associated with project work associated with the funding commitment dollar amount.

At project completion, the OIT PMO will return any unused project funds to the client by journal entry to the fund source or index used on the original purchase order to the PMO, unless otherwise specified by the client.

**In RU Market Place (SciQuest)**, key in Item ID# **3077.** Fill in the IPO Form information in the selection below:

Supplier: OIT Project Management Office

Supplier Site: OIT PMO

Product Description: OIT Project Management Services

*Fill in the below as the Special Information:*

PMO#/Name: ####-#### / Project Name, Change Order # Project Manager: PM Name

Contact Name: Departmental Contact Name Additional Information box (if needed)