

Change Request Form (Example)

Project Name	Additional Manual Hold Power Orders		
Requested By	Juan Manager	Date	4/28/2021
Request #	5	Name of Request	Additional Power Orders
Change Description	To create four power orders instead of one to include: (1) Manual Hold Sitting. (2) Manual Hold Standing (3) Manual Hold Supine (4) Manual Hold Prone		
Change Reason	Based on subject matter expert and pilot audience feedback, having only one order creates additional time and effort to add free-text descriptions based on the types of manual hold.		
Impact of Change	Establishing multiple orders with distinct details will improve employee efficiency and eliminate errors or absence of required information.		
Proposed Action	Accept the change and increased timeline due to additional employee resources needed.		
Status	In review	Approved	Rejected