

<LOGO REMOVED>

Project Change Order

PROJECT

SLA Project

PROJECT
NUMBER

<DELETED>

To be filled in by customer

Requested by

<DELETED>

Phone#

<DELETED>

Date

<DELETED>

Description of Change:

Include additional resources to SLO project Phase I (<CONSULTING FIRM> Project Code ____ CLIENT Work Order ____) to expedite completion and close-out of all statement of work tasks and deliverables. Specific work to be accomplished: review and QA of all completed deliverables, building deliverable turn-over (CD ROM and hard copy) and facilitating final review and acceptance by <CLIENT>. Resources to be assigned:

Linda Zarate Operational Engineer Estimated hours: 16 Role: Internal QA for project deliverable [SOW sect 2.2] SLOs for identified top 8 business systems (SOW scope was 5) and project templates, work product and deliverable identification, collation and bundling for turn-over to FSS

Mike Tarrani Senior IT Consultant Estimated hours: 32 Role: Assist with development of SOW sect 2.2 deliverables identified as "Project Work Plan" and "Policies for Service Delivery"

Sebnem Goksel Operational Engineer Estimated hours: 32 Role: Assist with development of SOW sect 2.2 deliverables identified as "Project Work Plan" and "Policies for Service Delivery"

To be filled in by Project Lead/Project Administrator

Impact	Estimated Costs		
Schedule <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major Cost <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major Technical <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major	Direct labor costs to effect requested change: 48 hours @ \$125.00/hr. + 32 hours @ \$140.00/hr. Total: \$10,4480.00 (\$6,000.00 + \$4,480.00) Indirect labor costs to effect requested change: 0 hours @ \$ 0/hr. Total: \$ 0 Other Costs: \$ 0 Impact on current milestone: 0 Hours Impact on project schedule: -5 Days		
<p>Itemized Additional Costs and Estimated change in technical approach: Costs are budgeted and funded - work proposed by this change order will allow <FIRM> to close out project approximately working days in advance of projected end date without additional resources. Value to <CLIENT>: project will be completed early and at a final cost of 89% of estimated project budget and funding (projected budget and funding cap is \$100K, with approximately \$78K expended to date. Adding direct labor costs to this change request will move completion date forward by 5 business days and close out project with approximately \$11K cost savings to <CLIENT>.</p>			
CHANGE ORDER NUMBER	2000-01	PROJECT NUMBER	
<input checked="" type="checkbox"/> Approved by Project Manager		Signature & Date	Cost Impact \$

Customer Approval

Name/Title

Signature

Date

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Authority to proceed is granted

Change Request is cancelled