



Cost/Benefit Estimate

Estimated Project Costs

Resource	Description	Projected effective date	Estimated cost
Staffing			
Consultation			
Assets			
Technology			

Structural Changes

Element	Description	Projected Effective Date	Estimated Cost	Estimated Saving
New Hires				
Redundant Position				
Promotions				
Demotions				

Total

CAB Request Change

Project Name :	Date Created
Project Mgr :	Version Date
Project Organization :	Version No

Case For Change

Proposed Change	Detailed Overview Of Proposed Change.
Why Change is required	Detailed Overview Of Reasons Necessitating The Change And How The Change Corresponds With The Organisation Mission.
Intended outcome	Detailed overview of resulting achievements and benefits.
Estimated Timeframes	Anticipated Timeframe For Prep, Plan, Consult, Implement, And Eval.
Additional Factors	Consider Any Other Factors Crucial To The Successful Implementation Of Proposed Change: Need For Change Awareness, Work Environment Climate, Previous Changes, Etc.

Estimated costs Complete table below

Stakeholders impact	: Identify stakeholders and the potential benefits and adverse effects for each	
	Potential benefits	Potential adverse effects
Stakeholder 1		
Stakeholder 2		
Stakeholder 3		

Staff & Operations impact	: Identify areas likely to be impacted by the change and the potential benefits and adverse effects for each.	
	Potential benefits	Potential adverse effects
Process		
Technology		
Structure		
Other		

Approval

Party proposing change	Signature
Consulting party	Signature
Endorsed by	Signature
Additional comments	