

Change Request Log Template

Change ID	Change Title	Description	Requested By	Request Date	Impact (Scope/Cost/Time)	Priority	Status	Owner	Decision	Notes
CR-001	Add PayPal Payment	Add PayPal as additional payment option	Client	10 Jan 2026	Medium	High	Approved	Product Owner	Approved	Payment gateway integration
CR-002	Update Dashboard UI	Improve layout of analytics dashboard	Product Team	12 Jan 2026	Low	Medium	In Review	UX Lead	Pending	Requires design update
CR-003	Add Email OTP Login	Allow login using OTP verification	Stakeholder	15 Jan 2026	High	High	Proposed	Tech Lead	Pending	Security review required