**Schedule Baseline Change Request Form**

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| --- | --- | --- | --- |
| **College:** |  | **Project:** |  |
| **CPM:** |  | **Project #:** |  |
| **Requested by**: |  | **Submitted on:** |  |
| **Phone** |  | **Reply due by:** |  |
| **Email:** |  |

**Priority:**  **Immediate Action**  **Routine**

|  |  |
| --- | --- |
| **Comments**: |  |

**Baseline Impact**:  **Scope**   **Schedule**  **COs**

|  |  |
| --- | --- |
| **Comments:** |  |

**Section I: Description of Change**

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**Section II: Justification: Benefits of and /or Reasons for Change**

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**Section III: Impact on Schedule and Project Cost**

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| --- | --- | --- | --- |
| **A. Program Summary** | **Current Baseline** | **Proposed Revision to**  **Baseline Schedule** | **Variance** |
| Construction /Project Start Date |  |  |  |
| Substantial Completion  Finish Date |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **B. Cost Summary** | **Baseline Budget** | **Estimate at Completion** | **Baseline Variance** |
| Baseline Schedule Cost Data = |  |  |  |

**Section IV: Notes /Remarks (if required)**

**Section V: Required Attachments Attached**

1. Proposed Revised Baseline Schedule  yes  no
2. Primavera Summary Schedule showing Variance to Prior Balance  yes  no
3. Primavera Summary Schedule Baseline Budget & Estimate to Complete  yes  no

|  |  |  |
| --- | --- | --- |
| **Submitted By/ Print Name** | **Signature** | **Date** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **PMO Review by** | **Signature** | **Date** |
| **Name:**  **Title:** |  |  |

|  |  |  |
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| **Approved by :** | **Signature** | **Date** |
| **LACCD PMO Program Controls**  **Name:**  **Title:** |  |  |
| **LACCD PMO Director**  **Name:**  **Title:** |  |  |
| **LACCD Facilities Department**  **Name:**  **Title:** |  |  |