CLIENT OPERATIONS

Change request log

A simple process for capturing new requests, checking their impact, and getting a documented yes before work changes.

A practical worksheet from Stelaah

Use it, adapt it, and save it with the client work it supports.

HOW TO USE THIS

A client asks for work outside the original agreement.

WORK THROUGH THE CHECKLIST

- [ ] 01 **Describe the request**
- [ ] 02 **Link the original scope**
- [ ] 03 **Estimate time and cost**
- [ ] 04 **Name the decision maker**
- [ ] 05 **Send the change summary**
- [ ] 06 **Log approval before scheduling**

Before you close this

Name one owner, one next action, and one date. A worksheet only helps when the next commitment is visible to the people doing the work.

Notes and decisions

Use this page to record what changes after you work through the checklist.