

WORKING TEMPLATE

Schedule change request

Keep the event, proposed model change, supporting evidence and approval route in one controlled record.

Project / package**Prepared by / role****Record date (YYYY-MM-DD)****Record ID / revision****01 Event / date identified / notice reference****02 Comparison schedule / data date****03 Affected activities and interfaces****04 Proposed logic, calendar or duration changes****BEFORE YOU START**

- Event description and contemporaneous records
- Unaltered comparison schedule and data date
- Proposed activities, logic and assumptions
- Applicable change procedure and decision authority

CONTINUATION / REVIEW & CLOSEOUT

Schedule change request

Keep this page with the project, record ID and revision entered on page 1.

05 Assumptions / analysis method / evidence**06 Forecast milestone effect / remaining uncertainty****07 Requested decision / authority / required date****08 Disposition / implementation revision / record reference****REVIEW BEFORE ISSUE**

- ☐ The comparison file is retained without modification.
- ☐ The proposed change is reproducible from the listed inputs.
- ☐ Forecast effect is not presented as an entitlement decision.
- ☐ Approval and implementation references are recorded separately.

Use a continuation sheet for longer evidence or additional findings; retain the same record ID and revision. Save a local copy to retain your entries.

Original Kairos template, not an official standard or approval. Adapt to the contract, project procedure and authorized decision route.

Practice references: UFGS 01 32 01.00 10, Project Schedule, August 2026; GAO Schedule Assessment Guide, GAO-16-89G.