1. CONTRACTOR IDENTIFICATION:	**PROJECT CHANGE PROPOSAL (PCP)**	2. DATE:	3. PAGE OF
		4. PCP NO.:	5. REV.:
6. CONTRACT NO.:	7. CAGE CODE:	8. PCN:	
9. ITEM/REQUIREMENT AFFECTED:		10. EFFECTIVITY/SCOPE:	
11. TITLE OF CHANGE:			
12. NEED FOR CHANGE:			
13. DESCRIPTION OF CHANGE:			
14. DATE CONTRACTUAL AUTHORITY NEEDED:		15. PRIORITY:	
16. COST ESTIMATE:			
17. ENCLOSURES:			

PROJECT CHANGE PROPOSAL (PCP) PREPARATION INSTRUCTIONS

BLOCK

1. CONTRACTOR IDENTIFICATION - Enter the contractor identification.

2. DATE - Enter the PCP submittal date.

3. PAGE 1 OF ___ - Enter the page number and total number of pages.

4. PCP NUMBER - Enter the contractor's PCP number.

5. REVISION - Enter the revision level of the PCP.

6. CONTRACT NUMBER - Enter the contract number or other identification.

7. CAGE CODE - Enter the contractor's CAGE Code per Cataloging Handbook H4/H8.

8. PCN - Enter the assigned Project Control Number (PCN).

9. ITEM/REQUIREMENT AFFECTED - Enter the description of contractual requirements affected.

10. EFFECTIVITY/SCOPE - Enter programmatic/item effectivity or the scope of requirements affected, if applicable.

11. TITLE OF CHANGE - Enter a brief descriptive title of the change.

12. NEED FOR CHANGE - Enter a comprehensive definition of the problem or deficiency that the PCP proposes to correct or provide other justification for the change. Explain benefit(s) of making change and impact of not making the change.

13. DESCRIPTION OF CHANGE - Enter a detailed description of the proposed change with sufficient information to permit identification and evaluation. Where appropriate, include definitive requirements language that can be used in contractual authority documents.

14. DATE CONTRACTUAL AUTHORITY NEEDED - Enter the date by which contractual authority to proceed is required for contractor to meet objectives of the change.

15 PRIORITY - Enter the proposed priority.

16. COST ESTIMATE - Provide an estimate of resource impact including GFP requirements, manpower, cost, etc. Manpower and cost estimates should be in sufficient detail to permit analysis and allocation of cost elements.

17. ENCLOSURES - Enter the identification of all enclosures.

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