PROJECT CHANGE REQUEST

This form is used to request a change to a project and is submitted to the project’s governing body for approval. An approved change will trigger an update to the Business Case and/or the Project Initiation Document, as applicable.

In Corporate Services, the decision is forwarded to the PPO for updates to the project portfolio.

|  |  |
| --- | --- |
| **1. Change Identification** | |
| Project name: | Project ID: |
| Change number: | Date raised: |
| Requester: | Phone (ext): |
| Email: |
| Change Description (what will change in the project): | |
| Catalyst (event/s that made this change necessary): | |
| Justification (reasoning for the change): | |

|  |  |  |
| --- | --- | --- |
| **2. Impact of Requested Change** | | |
| Alternatives Considered & Rejected |  | |
| Impacts which will change the Business Case | | |
| Impact on Benefits (value to the University) |  | |
| Impact on Schedule |  | |
|  | Approved schedule |  |
|  | After this change |  |
| Impact on Budget |  | |
|  | Approved budget |  |
|  | After this change |  |
| Impacts which will change the Project Initiation Document (PID) | | |
| Impact on Risk |  | |
| Impact on Scope |  | |
| Impact on Quality |  | |
| Impact on Resources |  | |
| Other |  | |

|  |
| --- |
| **3. Implementation of Requested Change** |
| Implementation (how the change will be carried out): |
| Validation (if the scope is amended, how & where it will be reviewed / verified prior to implementation): |
| Rollback (how the change will be reversed / cancelled if it does not result in the intended result): |
| Communication (what communication within the project or to other stakeholders will happen): |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **4. Approvals** | | | | |
| Approved by | Date | Approved  Yes No | | Comments |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

This approval also acts as an implied approval of an updated Business Case and/or PID and re-baselining the project. This form is attached to those updated versions to confirm the approval.

Page 3 contains instructions for filling out this request and is not required for the consideration of the change.

Change Request Form field descriptions

Change Identification

* **Project name** – Project’s name (as in the Portfolio Project List or Cashflow Report).
* **Project ID** – The six-digit ID number used in TechOne finance system.
* **Change number** – Unique number or other ID which specifies the change request. The number can be assigned in a Change Register, which is maintained by the Project Manager or delegated.
* **Date raised** – The date when the request is submitted for approval.
* **Requester** – The name of the individual that is requesting the change. This is who will be contacted if further information / clarification is needed and notified of the status of the change request.
* **Phone, email** – The requester’s contact details for further information / clarification (for phone, extension number).
* **Change Description** – Describe what the change entails / what is required, e.g. change in schedule, budget, etc.
* **Catalyst** – Explain what triggered the need for this change, what event or change in the requirements, supply or environment caused this change to be required.
* **Justification** – Why this change should be made. Include the expected operational / financial benefits and / or cost avoidance or time benefits that will result from implementing the change.

Impact of Requested Change

Details of all known impact in the appropriate categories. If there is no impact in a category, mark it as N/A.

* **Alternatives** – What other options have been considered to overcome the change, including a ‘do nothing’ option? These alternate options would produce a lesser result to the project than the option suggested in this request.
* **Benefits** – How will the change impact the benefits resulting from this project? Will they all still be realised or will they be increased? Will they be realised on time, as planned?
* **Schedule** – Breakdown / explanation of the impact to the schedule.
  + **Current** – The current approved (baseline) project finish date. If the change impacts the Go-Live date but not the finish date, refer to the Go-Live date and specify that in the text.
  + **After this change** – What the expected finish date (or new Go-Live) would be if the change is approved.
* **Costs** – Breakdown / explanation of the impact to the project budget (increment / reduction requested)
  + **Approved budget** – The current project budget / costs the customer has accepted.
  + **After this change** – Sum of the approved budget and proposed change costs.
* **Risk** – Identify whether this change increases or decreases the project risk and explain the reasoning behind this.
* **Scope** – What in the project scope need to be modified to incorporate this change.
* **Quality** – Identify whether this change negatively or positively impacts the project’s ability to produce deliverables that meet expectations and explain the factors behind this.
* **Resources** – How will this change will impact the project’s resource allocation / planning.
* **Other** – Any known impact that does not fit one of the above categories.

Implementation of Requested Change (if this request were to be approved)

* **Implementation** – How the change would be / could be implemented within the Project.
* **Validation** – How and where this change would be tested prior to implementation. This applies especially to additions or changes to the scope: how will the new or changed deliverables be validated.
* **Rollback** – What if the change didn’t succeed or result in the right outcome? How will the project return back to the previous position and continue from there?
* **Communication** – What information / messages will be sent out within the project or to other stakeholders prior, during, and after the change implementation.

Approvals

* **Approved By** – Name & role (in the project) of who participated in the approval. If a board / committee approved the change, name the committee and provide a link to the minutes (in a location accessible to the PPO).
* **Date** – The date when the request was reviewed for approval
* **Yes / No** – The approver’s decision (tick box)
* **Comments** – Additional comments. Reason for rejection (if applicable).