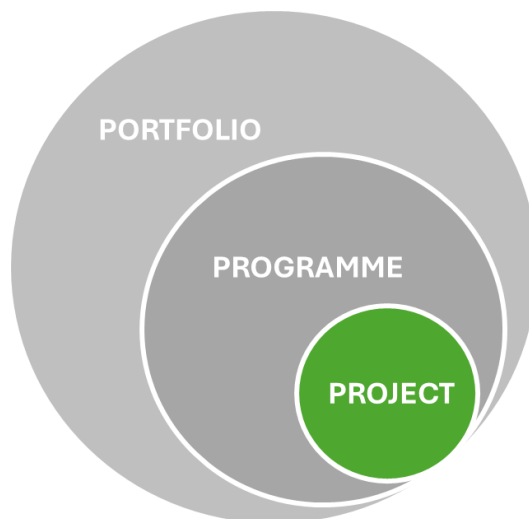




[Project Name]

Change Request



Guidance for Change Request Authors

The **blue text** in this template is to provide guidance to those completing a change request. Please ensure that it is deleted as the template is completed.

Change Request Purpose

The purpose of a Change Request is to seek approval for a change to the Project's baseline scope, budget, time, quality, governance and/or any other material changes to the project.

Change Request Context

Change is an inevitable part of any project lifecycle. All project managers must manage change carefully and implement a thorough change control process to ensure projects remain within their approved constraints.

It is vital to be very clear about the exact change you are making and the reasons for the change, by stating concisely the state before and after the change has been made.

It is important to consider and explain:

1. All options for addressing the change
 - Identify and evaluate the options
 - Determine which is the best option and explain why
 - Outline the alternative options considered and why they were discarded.
2. All impacts of the change on both the project and the business
 - Describe the specific impacts of this change on baseline scope, budget, time, risk, quality and governance.
 - Describe the wider impacts of the change on the business - impacts on TCDC's strategic objectives, the impact on Rate Payers, etc. Resource impact and impact/knock-on effect on other projects.

Authorisation

Once the Change Request has been completed, it is to be submitted to the SRO and Steering Group to review the viability of the project continuing. If the economic or strategic benefits and viability of the project can no longer be justified as a result of the proposed change, then consideration should be given to stopping the project if there is no other alternative.

Details of Change Request

Project Name	[insert name here]
Project Manager	[Name]
Change Title	[Describe the type of change required – short name]
Project Change Number	[e.g CR001]
Date of Request	[Enter Date]

Project Context

[Brief description of Project]

Change Request Details

Details	
Brief Description of Proposed Change	[Explain the proposed change and recommended approach.]
Describe the reason for the change	[Explain why the change is required.]
Alternative/s Evaluated	[Explain any alternative/s evaluated and why they have been discounted.]

Impact Analysis

Type of Impact	Description of Impact
Financial Impact	[Describe any impact on Budget, Capex, Opex, phasing/timing (i.e. over what years), impact on rate payers, etc.]
Time Impact	[Describe any impact on Timelines]
Scope Impact	[Describe any impact on Scope]
Risk/Issue Impact	[Describe any impact on project Risks/Issues. List any new Risks/Issues created by this change]
Quality Impact	[Describe any impact on Quality]
Resource Impact	[Describe any impact on project resources]
Impact on other Projects and BAU	[Describe any impact on other projects or programmes and BAU]

Impact of **Not** Implementing Proposed Change

[Assess the impact of not implementing the proposed change against each of the Types of Impact listed above and write a description of what will occur.]

Assurance

Name	TCDC Title	Signature	Date
[required if any change to project financials]	[Insert finance role's title]		
Comments:			

Endorsement

We, the undersigned, agree with the above recommendations and endorse this Change Request:

Name	TCDC Title	Governance Role	Signature	Date
		Senior Responsible Owner		
Comments:				
		Business Owner		
Comments:				
		Steering Group Member [add as many as needed]		
Comments:				

Approval

This Change Request seeks formal approval for the project to proceed with the change recommendation.

- Approve: [xxxx]
- Note: [xxxx]

I, the undersigned, approve this change request, having the appropriate delegated authority to do so:

Name	TCDC Title	Governance Role	Signature	Date
		Sponsor		
Comments:				

Supporting Documents

Document Name	Link
Project Brief	
Project Management Plan	
Project Comms & Engagement Plan	
Updated Financial Costings (if costs impacted)	