

Change Request

Change Request *Guide.*

A guide to completing the Change Request template

Strategic Capital, Infrastructure and Projects

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Version 1.0 – 17 December 2010

Overview

The Change Request Template is used to request approval of changes of strategic significance in a project from its Steering Committee. Projects are dynamic and changes are inevitable. Good project management ensures that the changes are recognised, documented and dealt with at the right level. Every change should have a separate request form.

The steering committee has authority to approve all changes except requests for additional funding. A request for additional funding should be first approved by the steering committee, then go to the relevant VP, PVC or the VC for approval.

Approved Change Requests will be copied to the Strategic Capital, Infrastructure and Projects.

Project Information

Project Information will be supplied by Strategic Capital, Infrastructure and Projects

Version Control

Document all changes to the document from the initial draft version (Version 0.1).

Minor alterations result in an increment of the minor identifier (e.g. 0.1 to 0.2). Approved versions of the document result in an increment of the major identifier (e.g. 0.3 to 1.0).

Description of Request with Reason(s)

A full description and basis for the change include expected outcomes and benefits.

Changes in Key Project Areas

A table showing the changes needed across the specific key project areas and the adjustments within each area to accommodate the requested change.

Project Plan to be Reviewed and Suitably Modified?

Indicate Yes/No. If Yes, give details, including time frame etc. If No, give reason(s).

Disposition of Change Request

This section is to be completed by the Steering Committee. Upon approval, if the request is for additional funding, the Change Request should be forwarded to the relevant VP, PVC or the VC.

Indicate the decision on the request for change and resulting actions. This information is for tracking purposes.

A table to show the monitoring of specific project results to determine if they meet the quality standards and identifying ways to eliminate causes of unsatisfactory performance. Project results include both "product" results, such as the deliverables, and project management results, such as cost and schedule performance

1. Project Information

Project Information will be supplied by Strategic Capital, Infrastructure and Projects

1.1. Project Number

1.2. Project Name

1.3. Date

1.4. Project Ownership

1.5. Project Contacts

	Name	Position	Phone	Email
Primary				
Other				
Other				

1.6. Project Approval

1.7. Document Path

2. Version Control

Version Number	Date	Reason/Comments/Approval

Document all changes to the document from the initial draft version (Version 0.1).

Minor alterations result in an increment of the minor identifier (e.g. 0.1 to 0.2).

Approved versions of the document result in an increment of the major identifier (e.g. 0.3 to 1.0).

3. Description of Request with Reason(s)

A full description and basis for the change include expected outcomes and benefits.

4. Changes in Key Project Areas

Category	Reason for Variance from Project Plan	Proposed Change (Against Project Plan)
Scope		
Time		
Cost		
Quality		
Risk Management		
Communications		

This table shows the changes needed across the specific key project areas and the adjustments within each area to accommodate the requested change.

5. Project Plan to be Reviewed and Suitably Modified?

Indicate Yes/No. If Yes, give details, including time frame etc. If No, give reason(s).

6. Disposition of Change Request

Date of Decision	Approved Y/N?	Reason for Approval or Rejection	Resulting Action

This section is to be completed by the Steering Committee. Upon approval, if the request is for additional funding, the Change Request should be forwarded to the relevant VP, PVC or the VC.

Indicate the decision on the request for change and resulting actions. This information is for tracking purposes.

A table to show the monitoring of specific project results to determine if they meet the quality standards and identifying ways to eliminate causes of unsatisfactory performance. Project results include both "product" results, such as the deliverables, and project management results, such as cost and schedule performance