**CHANGE REQUEST FORM**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**What constitutes a WMCA Change Request?**

**Change Control** is the process through which all requests to change the approved baseline of a project, programme or portfolio are captured, evaluated and then approved, rejected or deferred. This **Change Request Form** is required when the tolerances that were set out in the approved Business Case are or will be breached. These include changes to Time, Cost and Scope.

**Change Request Form Guidance**

* All Change Requests should be submitted to [**SAF@wmca.org.uk**](mailto:SAF@wmca.org.uk)
* Text shown in **grey** is to be used as guidance in the writing of this form, it should be deleted prior to submission.
* Parts 1 and 2 should be completed by the Applicant / Project Team
* Parts 3 and 4 should be completed by the Programme Assurance and Appraisal Team / Finance Business Partner
* Please refer to the original WMCA approved Business Case when detailing any variance within this form
* Requested appendices will be shown in **orange** to support this form, these are to be attached with the submission
* If a partial or full Business Case re-write is required, you will be informed by WMCA

**For further detail on the Change Control process, please refer to XXX**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** |  | **Date** |  |
| **Prepared By** |  | **Job Title** |  |

|  |  |
| --- | --- |
| **Lead WMCA Directorate** |  |
| **Lead WMCA Executive Director** |  |
| **Detail any SME’s consulted in the creation of this change including a WMCA Finance Business Partner (further details in section 3B) :** | *(i.e. Finance, Health and Safety, Legal)* |

|  |  |
| --- | --- |
| **SRO Name** |  |
| **SRO Approval Date** |  |

|  |  |
| --- | --- |
|  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Applicant Details** | | | | | |
| **Project Name:** |  | | **WMCA Project Code:** | |  |
| **Lead Organisation:** |  | | | | |
| **Lead Contact:** |  | **Job Title:** | |  | |
| **Phone Number:** |  | **Email:** | |  | |
| **Local Authority Area**  **(lead organisation)** |  | | | | |
| **Other Organisations involved in project bid:** |  | | | | |

|  |  |
| --- | --- |
| **Change Summary** | |
| **This Change Request is seeking additional WMCA funding of:** | *(if applicable, insert amount in £m)* |
| **This Change Request is seeking a time extension of:** | *(if applicable, insert amount in months)* |
| **This Change Request is seeking the following change to the scope:** | *(if applicable, detail scope change)* |
| **Which business case stage is this change against?** (please select one option below)  Business Justification Case (BJC)  Strategic Outline Case (SOC)  Outline Business Case (OBC)  Full Business Case (FBC)  Programme Business Case (PBC) | |

|  |  |
| --- | --- |
|  |  |

|  |  |
| --- | --- |
| **Part 1** | **Baseline Assessment, Change Request Description and Rationale**  *To be completed by applicant* |

|  |
| --- |
| **1A) Change Description and Rationale** |
| * *Provide an executive summary of the original approved business case and explain which elements of the baseline this change requests impacts. (Attach* ***original WMCA approved Business Case*** *as an appendix)* * *What is the opportunity being delivered resulting from this change request?* * *Please include (where possible) evidence based and numerical information to show why the change is required.* * *What will be the consequences if this change is not approved?* * *Are there any possible collateral effects (positive or negative) as a result of this change?* |

|  |  |
| --- | --- |
| **PART 2** | **Impact Assessment**  *To be completed by applicant* |

|  |
| --- |
| **2A) Project Cost Impact (£)** |
| *Please detail the following elements to outline any impacts upon cost:*   * ***Revised financial profile*** * *Detail any discussions held with WMCA Finance Business Partners* * *List of cost assumptions relative to the change* * *Variance from baseline cost* * *Revised NPV (net present value) of project* * *Outline key elements of requested cost composition* * *VFM (value for money) assessment* * *If this section is not applicable, please state why?* |

|  |
| --- |
| **2B) Project Time Impact (+/- days)** |
| *Please detail the following elements to outline any impacts upon time:*   * *Variance to original approved schedule* * ***Revised Project/Programme Schedule*** * *Revised list of milestones impacted* * *Planning assumptions* * *If this section is not applicable, please state why?* |

|  |
| --- |
| **2C) Scope Impact** |
| *Please detail the following elements to outline any impacts upon scope:*   * *Scope variance from original approved submission* * *Quality impacts and mitigations* * *Resource implications* * *If this section is not applicable, please state why?* |

|  |
| --- |
| **2D) Dependencies Impact** |
| *Please detail the following elements to outline any impacts upon dependencies:*   * *List any new dependencies created as a result of this change (if applicable, each dependency needs to labelled as internal or external)* * *Identify dependencies that may have now been closed as a result of the change* * *Identify dependencies that now have a lower probability and impact as a result of this change* * *In a separate section, identify all dependencies that have a high probability of triggering a change request in the future and state how these dependencies will be monitored and controlled* * *If this section is not applicable, please state why?* |

|  |
| --- |
| **2E) Stakeholder Impacts and Strategy Change Impacts** |
| *Please detail the following elements to outline any impacts upon stakeholders or strategy:*   * ***Revised stakeholder Communication and Engagement Strategy*** * ***Revised stakeholder Impact/Influence matrix (where applicable)*** * *Detail if the approval of this change will impact the projects contribution towards WMCA’s Strategic Objectives, Inclusive Growth and/or related policy such as #WM2041?* * *If this section is not applicable, please state why?* |

|  |
| --- |
| **2F) Project Outputs, Outcomes and Benefit Impact** |
| *Please detail the following elements to outline any impacts upon outputs, outcomes and benefits:*   * *List of the outputs impacted and the revised table showing planned delivery and measurement – see Output table below and complete, add additional rows if required* * *List of the outcomes impacted and the revised table showing planned delivery and measurement – see Outcome table below and complete, add additional rows if required* * *If this section is not applicable, please state why?* * *List any new benefits being achieved as a result of the change request* * *List any benefits that are now not being delivered as a result of the change request* * *Updated benefits profile for new benefits (measurement & owner)* * ***Revised Benefits Realisation plan (only at FBC stage)*** * ***Revised Monitoring & Evaluation plan (only at OBC and FBC stage)*** * *If this section is not applicable, please state why?*  |  |  |  | | --- | --- | --- | | **Previously Approved Outputs** | **Change to Outputs (+/-)** | **Planned delivery and measurement** | |  |  |  | |  |  |  | |  |  |  |  |  |  |  | | --- | --- | --- | | **Previously Approved Outcomes** | **Change to Outcomes (+/-)** | **Planned delivery and measurement** | |  |  |  | |  |  |  | |

|  |
| --- |
| **2G) Risk Impact**  (Uncertain event(s) that should it occur will have an effect on the achievement of objectives) |
| *Please detail the following elements to outline any impacts upon project risk:*   * *New risks relevant to the change being requested (including mitigating actions)* * *Previous risks which have been mitigated or the scoring has changed as a result of the change* * ***Revised Risk Register encompassing the above*** * *If this section is not applicable, please state why?* |

|  |
| --- |
| **2H) Issue Impact**  *(Event(s) that have occurred which were not planned and require management action)* |
| *Please detail the following elements to outline any impacts upon project issues:*   * *New issues relevant to the change being requested (including management actions)* * *Previous issues which have been or will be resolved as a result of the change* * ***Revised Issue Log encompassing the above*** * *If this section is not applicable, please state why?* |

|  |
| --- |
| **2I) Procurement Impact** |
| *Please detail the following elements to outline any impacts upon procurement:*   * ***Revised procurement strategy*** *(including procurement outputs changes, sourcing approach, procurement requirements, procurement constraints)* * *List the impacts to the procurement process* * *Market testing relevant to the change request* * *If this section is not applicable, please state why?* |

|  |  |
| --- | --- |
| **PART 3** | **Governance and Decision – Internal use only**  *To be completed by WMCA Programme Assurance and Appraisal / Finance BP* |

|  |  |
| --- | --- |
| **3A) Appraisal Recommendations** | |
| Change Reference Number: |  |
| Has this change been reviewed by WMCA Appraisal? | Yes  No |
| Appraisal Recommendations: | |

|  |  |  |
| --- | --- | --- |
| **3B) Subject Matter Expert Involvement** | | |
| **WMCA Finance Business Partner Name:** |  | |
| Observations and Finance Statement:   * *Include any review comments and impact on existing financial profile* * *If this section is not applicable, please state why?* | | |
| **WMCA Legal Representative Name:** | |  |
| Observations and Legal Statement: | | |
| **Other (i.e. HR/ Health and Safety):** | |  |
| Observations: | | |

|  |  |
| --- | --- |
| **Approval Body** | **Date of Meeting (if applicable)** |
| Executive Director (if Delegated Authority or SRO, state)  state) |  |
| Statutory Officer Approval |  |
| Investment Panel |  |
| Investment Board |  |
| WMCA Board |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **3C) Decision** | | | |
| Approved | Rejected | | Deferred |
| Decision Maker and Comments: | |  | |
| Date of Decision: | |  | |
| If rejected, what was the reason for this? | |  | |
| If deferred, what was the reason and what are the next steps? | |  | |