**CHANGE REQUEST FORM**

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**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**
* 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**

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

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| **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)* |

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

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| **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:** |  |

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| **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)[ ]  |

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

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

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| **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?*
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| **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?*
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| **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?*
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| **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?*
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| **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?*
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| **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?*

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| **Previously Approved Outputs** | **Change to Outputs (+/-)** | **Planned delivery and measurement** |
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| **Previously Approved Outcomes** | **Change to Outcomes (+/-)** | **Planned delivery and measurement** |
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| **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?*
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| **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?*
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| **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?*
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| **PART 3** | **Governance and Decision – Internal use only***To be completed by WMCA Programme Assurance and Appraisal / Finance BP* |

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

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| **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?*
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| **WMCA Legal Representative Name:**  |  |
| Observations and Legal Statement: |
| **Other (i.e. HR/ Health and Safety):** |  |
| Observations: |

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| **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 |  |

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| **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? |  |