

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.

**<Insert Project / Programme Name >**

***Appraised by [Insert Name]***

**Change Request Form**

The Change Control Process should be initiated by the Project Team in the following circumstances:

* There is a cost implication that cannot be managed within the existing contingency budget and results in the requirement of 10% or more of the originally approved budget
* There is movement of over 10% of total project/programme timings (measured in months) which impacts key milestones, the project start/end date and any associated dependencies
* The scope of the project/programme has changed and the outputs, outcomes and benefits which were approved have been impacted (if an output is to be changed, this is also known as a material change)

**Please delete and replace all grey text prior to submission as this is guidance for the applicant.**

**Details of Decision Outcome**

**Forum / Decision Maker:**

**Date of Decision:**

**Outcome of Decision:**

**Conditions / AOB:**

1 change request detail

|  |  |
| --- | --- |
| **CHANGE SUMMARY** | |
| **Project Name:** |  |
| **Programme Name (if applicable)** |  |
| **Directorate (if WMCA internal):** |  |
| **Organisation (if WMCA external):** |  |
| **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 |

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| --- | --- |
| **STAKEHOLDER INVOLVEMENT**  Provide the names of the following stakeholders who have been sighted on this change request prior to submission, note this is a mandatory requirement: | |
| **Governance:** | *If external to WMCA, when was this project approved by your internal governance?* |
| **Senior Responsible Owner (SRO):** |  |
| **Programme SRO (if applicable)** |  |
| **WMCA Executive Director:** |  |
| **Finance Lead:** |  |
| **Legal Representative:** |  |
| **Procurement Lead:** |  |
| **Other (i.e., HR / Health & Safety):** | *If external to WMCA, state any other WMCA stakeholders who have input or had oversight of this change?* |

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| **VERSION CONTROL** | | | |
| **Version:** |  | **Date:** |  |
| **Change Prepared by:** |  | **Job Title:** |  |

# 2 Baseline Assessment, Change Request Description and Rationale

## 2a Which Business Case Stage is this Change against? (select one option below)

Business Justification Case (BJC)

Strategic Outline Case (SOC)

Outline Business Case (OBC)

Full Business Case (FBC)

Programme Business Case (PBC)

Project Case

## 2b root cause

Determine **one** root cause of this change request i.e. the source of the change requirement from the list below:

|  |  |  |
| --- | --- | --- |
| ***Table 1*** | | |
| **Root Cause Categories** | | **Tick if Applicable** |
| **Political** | This is due to the need for WMCA to demonstrate to Central Government that WMCA is working towards its Strategies and Polices i.e., Strategic Economic Plan (SEP) |  |
| **Governance** | WMCA must spend in accordance with agreed terms and conditions and abide by public sector procurement requirements and devolved funding assurance frameworks as approved by Central Government |  |
| **Reputational** | There is a high chance of repercussion for organisations’ reputation due to the potential of it leading to destruction of trust and relations |  |
| **Operations** | Disruption to delivery of key business functions that support wider business operations |  |
| **Delivery** | Impact on delivery and performance against delivery commitments in the area |  |
| **Economic** | Uncertainty with external factors such as inflation and interest rates |  |
| **Financial** | Seeking safe delivery options with little residual financial loss only if it could yield upside opportunities. |  |
| **Opportunity** | The ability to deliver more outputs, outcomes, and benefits |  |

## 2c change description and rationale (max 500 words)

* *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?*

# 3 impact assessment

Complete the following sections to determine the impact of this Change Request, if a section is deemed not applicable, briefly explain **why**.

## 3A COST IMPACT (£)

*Detail the following elements to outline any impacts upon cost:*

* ***Attach revised financial profile as an appendix (compared with baseline)***
* *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?*

## 3b time impact

*Detail the following elements to outline any impacts upon time:*

* *Variance to original approved schedule*
* ***Attach revised Project/Programme Schedule as an appendix***
* *Revised list of milestones impacted*
* *Planning assumptions*

*If this section is not applicable, please state why?*

## 3c scope impact

*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?*

## 3d dependencies impact

*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 be 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?*

## 3e stakeholder impacts and strategy change impacts

*Detail the following elements to outline any impacts upon stakeholders or strategy:*

* ***Revised stakeholder Communication and Engagement Strategy attach as an appendix***
* ***Revised stakeholder Impact/Influence matrix (where applicable) attach as an appendix***
* *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?*

## 3f outputs, outcomes and benefit impacts

*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)*
* ***Attach revised Benefits Realisation plan as an appendix (only at FBC stage)***
* ***Attach revised Monitoring & Evaluation plan as an appendix (only at OBC and FBC stage)***

*If this section is not applicable, please state why?*

|  |  |  |
| --- | --- | --- |
| *Table 2* | | |
| **Previously Approved Outputs** | **Change to Outputs (+/-)** | **Planned delivery and measurement** |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| *Table 3* | | |
| **Previously Approved Outcomes** | **Change to Outcomes**  **(+/-)** | **Planned delivery and measurement** |
|  |  |  |
|  |  |  |

## 3g risk impact

## *(Uncertain event(s) that should THEY occur will have an effect on the achievement of objectives)*

*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*
* ***Attach revised Risk Register encompassing the above***

*If this section is not applicable, please state why?*

## 3h issue impact

## *(Event(s) that have occurred which were not planned and require management action)*

*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*
* ***Attach revised Issue Log encompassing the above***

*If this section is not applicable, please state why?*

## 3I PROCUREMENT IMPACT

*Detail the following elements to outline any impacts upon procurement:*

* ***Attach 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?*

# 4 stakeholder involvement

Statements are needed from the stakeholders below as mandatory. Note, if you are WMCA external, these comments will be gathered by WMCA upon submission.

|  |  |  |
| --- | --- | --- |
| **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: | | |

# 5 APPRAISAL – internal use only

# To be completed by WMCA Programme Assurance and Appraisal ONLY

## 5a appraisal recommendation

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

|  |
| --- |
| **Appraisal Recommendation:** |
| *State if you recommend the decision-maker/s to approve, reject or defer this approval and why* |