

CHANGE REQUEST SELF ASSESSMENT

This form is used to help you to assess whether you need to complete a Change Request to go up to the Change Authority

Date of Assessment:	
Name of Assessor:	
Title of the Change:	
Project:	
Description of the Change:	

Is this a change to an existing contractual agreement? If yes, please refer to Programme Control and Commercial Manager (Karen Howard) before proceeding with this CR self-assessment.

To assess whether you are required to complete a Change Request, please consider each of the categories below as follows:
If applicable to the change being assessed 'tick' the box.
If not applicable to the change being assessed 'cross' the box.

Change Category	Consequence	No/Low Impact	Moderate Impact	High Impact
	Time/Schedule	Does not impact project implementation date, BSD milestones, or dependencies <input type="checkbox"/>	Impacts: <ul style="list-style-type: none"> project implementation dates; or BSD milestones or critical path; or Dependencies; or Programme Milestones <input type="checkbox"/>	
Cost***	<\$10k Opex and within approved project budget <input type="checkbox"/>	\$10k-\$50k Opex and within approved project budget <input type="checkbox"/>	>\$50k Opex or any amount over approved project budget or any Capex cost <input type="checkbox"/>	
Scope (VPOM*)	No impact to final deliverables(s) or requirements or MVS <input type="checkbox"/>	Impacts final deliverables(s) or requirements or MVS <input type="checkbox"/>		
Quality	Meets MVS** principles and meets quality standards set out in the project plan <input type="checkbox"/>	Meets MVS** principles and changes to the quality standards accepted by the Business Owner <input type="checkbox"/>	No longer meets MVS** principles and/or impacts quality standards <input type="checkbox"/>	
Risk	Does not introduce any new project risk(s) <input type="checkbox"/>	Introduces project risk(s) with mitigants identified <input type="checkbox"/>	Introduces new high/very high risk(s) or moderate risk(s) with no clear mitigants <input type="checkbox"/>	
Benefits (assessed by Paul Madlung)	0%-5% negative impact <input type="checkbox"/>	>5% negative impact <input type="checkbox"/>		

* Visa Process Operation Model (VPOM) <http://mako/otcs/lisapi.dll/?func=ll&objaction=overview&objid=26503021>

** Minimum Viable Solution (MVS) <http://mako/otcs/lisapi.dll/?func=ll&objaction=overview&objid=26507844>

*** Cost is in respect to approved Project budget managed via MBIE & Programme governance and controls

<input type="checkbox"/>	If all ticks are in the "Green" boxes – The BSD Manager will review, and The Project Manager and Business Owner can authorise this Change Assessment.
<input type="checkbox"/>	If one or more "Amber" boxes and no "Red" boxes are ticked – The Business Owner and BSD Manager will review and the Director, Vision 2015 and the Programme Integration Manager must authorise the Change Assessment.
<input type="checkbox"/>	If one or more "Red" boxes are ticked, then you are required to complete a Change Request.

Reviewers Name	Reviewers Signature
Authorisers Name	Authorisers Signature

Please submit the completed and signed Change Assessment form to the PMO for traceability purposes.