



Vision 2015 Programme

CHANGE REQUEST FORM

Section A

CR#	(assigned by PMO)	Date Raised:	
Title:			
Project:			
Submitted by: (Project Manager)		Reviewed by: (BSD Manager)	
Datacom Owner: (Name of Endorser or NA if not Datacom related CR)		Business Owner: (Name of Endorser)	
List people consulted:			

1.	Is this change mandatory? (Is this a business policy change, or legislative change to which the solution needs to align?)	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Urgency of Change: Date this change needs to be effected	Day/Month/Year
3.	What problem are we trying to address?	
4.	What is the proposed change?	
5.	What is the desired outcome of making this change?	
6.	What are the implications of not making this change?	
7.	Is this a change to an existing contractual agreement? (please see Controls & Commercial Manager – Karen Howard before you proceed)	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes: Vendor Name:
8.	Does this change require funding to develop a Detailed Impact Assessment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9.	Will the effort required to complete a Detailed Impact Assessment, impact BSD milestones or critical path schedule, or dependencies?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If you have answered 'yes' to questions 8 and/or 9 go to **Section B**

If you have answered 'no' to questions 8 and 9 go to **Section C**

Section B

REQUEST FOR DETAILED IMPACT ASSESSMENT APPROVAL

If you are seeking funding approval or significant time commitment to produce an Impact Assessment - complete this **Section B** and seek approval from the Programme Controls & Commercial Manager and Programme Integration Manger who can either approve the request OR recommend sending to Change Authority for approval. Once funding/time commitment has been approved you can then complete **Section C** of the form below.

10.	Estimate to complete a Detailed Impact Assessment		
	Description	Estimated Hours/Days	Forecast Costs
	Estimated impact to Schedule		
	Programme Costs(i.e. Resources)		\$
	Vendor Costs (Indicative only)		\$
	TOTAL COST		\$
11.	Who will be completing the Detailed Impact Assessment?		

Section C

DETAILED IMPACT ASSESSMENT SUMMARY

This section is to be completed after funding/time commitment has been approved (Section B) **OR** you have answered 'No' to Questions 8 and 9.

12.	What are the project impacts of making this change to schedule, costs and benefits?				
	Description	Hours/ Days	Fixed Cost	Variable Cost	Opex or Capex
	Impact to Schedule				
	Impact to Programme Resources				
	Impact to Vendor Costs				
	Other Acquisition Costs				
	TOTAL COSTS		\$	\$	
	Impact to Benefits		\$ pa		From Fin. Year
13.	Does this change impact Quality of outputs or negatively affect Project Risk profile? Please provide details below:				
14.	Change Impact Stakeholder Communications Insert information about the estimated impacts in the section below.				
	Interested Stakeholders Identify Stakeholders who will be impacted and will need to be informed of the Change.	Y/N	Name(s) and comments What is the impact to be communicated?		
	<i>Support Workstreams</i>				
	Communications				
	Deployment				
	Benefits Management				
	Architects				
	Acceptance Testing				
	Business Readiness				
	Process Test Office				
	Training				
	Business/Tech Project Manager				
	Other affected Vision Projects				
	Interdependent projects (PMs)				
	SMEs				
	Business Owners				
	Programme				
	PMO/PIM				
	Quality Assurance				
	BSD Managers				
	Vision Director				
	Other				

Appendix 1 – Change Control Matrix

Vision 2015 Change Matrix

(for changes once requirements have been baselined.)

Consequence		No/Low impact	Moderate impact	High impact
Change Category	Time / Schedule	does not impact project implementation date, BSD milestones, or dependencies	impacts project implementation dates or BSD milestones or dependencies or BSD critical path or programme milestones	
	Cost***	<\$10k OPEX and within approved project budget	\$10k-\$50k OPEX and within approved project budget	> \$50k OPEX or any amount over approved project budget or any CAPEX cost
	Scope (VPOM*)	no impact to final deliverable(s) or requirements or MVS	impacts final deliverable(s) or requirements or MVS	
	Quality	meets MVS** principles and meets quality standards set out in the project plan	meets MVS** principles and changes to the quality standards accepted by the business owner	no longer meets MVS** principles and/or impacts quality standards
	Risk	does not introduce any new project risk(s)	introduces project risk(s) with mitigants identified	introduces new high/ very high risk(s) or moderate risk(s) with no clear mitigants
	Benefits (assessed by Paul Madlung)	0%-5% negative impact	> 5% negative impact	

Approval Key:

Project Manager AND Business Owner	* Visa Process Operation Model (VPOM) http://mako/otcs/lisapi.dll?func=ll&objaction=overview&objid=26503021
Director, Vision 2015 AND Programme Integration Manager	** Minimum Viable Solution (MVS) http://mako/otcs/lisapi.dll?func=ll&objaction=overview&objid=26507844
Change Authority	*** Cost is in respect to approved Project budget managed via MBIE & Programme governance and controls

Project Managers will complete a **Change Request Assessment** to assess whether a Change Request is required to go to the Change Authority. The key to this assessment using the above matrix is as follows:

	All Green – The BSD Manager will review, and The Project Manager and Business Owner can authorise this Change Assessment.
	If one or more “Amber” boxes and no “Red” boxes apply– The Business Owner and BSD Manager will review and the Director, Vision 2015 and the Programme Integration Manager must authorise the Change
	If one or more “Red” boxes apply, then a Change Request is required.

Appendix 2: Guide to CR form completion

Section	Instructions
1. Is this change mandatory?	Use this to inform as to whether the change is a result or business or policy or legislative change to which the solution needs to align.
2. Urgency of Change	How urgent is the change? Does it need to be made in the next week, month, release etc.
3. What is the problem we are trying to address?	Articulate the problem clearly
4. What is the proposed change?	Include detail of the intended change. Is it a new business requirement, change to a process, product?
5. What is the desired outcome of making the change?	How will this change improve current state, e.g. meet business requirements, security controls etc.
6. What are the implications of not making this change?	Will the project incur extra costs, require extra resources, or not comply with policy?
7. Is this a change to an existing contractual agreement?	e.g. Third party vendors.
8. Does this change required funding to develop a Detailed Impact Assessment?	Yes or No
9. Will key milestones or critical path schedules, or dependencies be impacted by developing this Impact Assessment?	Consider the impact in regard to time and cost on the project.
10. Estimate to complete Impact Assessment.	Use this section to breakdown the effort required from each party required for input to the assessment. Also, provide the schedule impact of developing the Impact Assessment. <i>Note - The programme will not be responsible for any costs or impact to schedule if an Impact Assessment is carried out prior to the approval of either the Programme Controls and Commercial Manager and the Programme Integration Manger OR the Change Authority.</i>
11. Who will be completing the Impact Assessment?	Who is gathering all the information from the relevant parties.
12. What are the project impacts of making this change to schedule, costs and benefits?	What is the impact to schedule, cost and benefits - describe what the impacts are, if not applicable – N/A Describe what the activities are and the associated cost for each. You can insert the relevant parties individual assessment in here or append. Total number of days the baseline will move in the project schedule – this may have changed since you initially identified the need for an Impact Assessment.
13. Does this change impact Quality of outputs or negatively affect Project Risk profile?	Describe any impact to quality or any negative affect to the risk profile.
14. Change Impact Stakeholder Communications.	List the names of the people/parties who need to be informed and comment on what you will inform them about.