**Change Request Form**

|  |  |
| --- | --- |
| Project/Programme/Initiative Name: |  |
| Project Manager: |  |
| Senior Responsible Owner: |  |
| Change Requested by: |  |
| Date Request Raised: |  |
| Change ID: | *E.G Oral\_Health\_CH001* |

1. Change Overview

*Why is the change required? What evidence is there to support the change? What is the gap you are closing? What do we not do now, that we should be doing? Will this change provide additional benefits?*

<Insert text here>

1. Change Impact

*How will the change impact the time, cost, quality, resources required?*

|  |  |
| --- | --- |
| **Domain** | **Impact** |
| **Time** |  |
| **Cost** |  |
| **Quality** |  |
| **Resource** |  |
| **Dependent Initiatives** | *Are there any other initiatives that may be impacted by this change?* |

1. Change Implementation

*How will the change be implemented? What are the key milestones for implementing the change? Are there any new deliverables?*

<Insert text here>

1. Timeline

*Please provide an indicative plan for the new timeline should the proposed change impact the time taken to complete the project. Ideally use a Gantt Chart to visualise your timeline. This can be in Word, Excel, Visio, Celoxis extract or any other tool that visualises the expected phases and timeline.*

<Insert text here>

1. Governance for the Change Request

*Refer to the diagram in Appendix A to help you decide who to submit the change request to for a decision.*

**6. Record**

Record any decisions in the Project/Programme/Commissioning [Decision Log](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fourdorset.org.uk%2Ftransformation%2Fwp-content%2Fuploads%2Fsites%2F5%2F2023%2F05%2FDecision-Log.xlsx&wdOrigin=BROWSELINK) .

**Appendix A – Governance Route Decision Making Aid**

Change request ready for submission

**Yes**

**Yes**

**No**

**No**

End

Submit to Gateway Assurance Panel

Does the change require funding outside of your agreed budget tolerance?

Does the change have a financial impact?

Submit to internal decision-making body (e.g. Project Board)