

## Project Change Request Form

This document should be used to seek approval to change one or more of the agreed parameters of the project e.g. budget, deadlines.

It can also be used for changes that have already happened or that are already within planned work that will mean the project falls outside of the agreed tolerances ("slippage"). For example, if additional or reduced finances is required, a change request should be completed.

The Change Request will be considered in line with the agreed parameters and delegations and may need to be referred to the Combined Authority Board, depending on the level of change being requested. The change should not be implemented until Project Board/CPCA approval is obtained.

Please ensure a copy Project Change Request form is saved down in the project folder on SharePoint and that changes are recorded on the project highlight reports.

<b>Details of change request</b>	
<b>Project Name</b>	<b>Date of change request</b>
March Community Centre-refurbishment project	4 <sup>th</sup> January 2021
<b>Project Manager</b>	<b>Project Director</b>
Clive Dodd	
<b>Background</b>	
Development of four workshops and three additional classrooms at March centre for the delivery of education and training for adults.	
<b>Reason for change</b>	
Following delays caused by Covid and Health issues, CCC released the tender for the refurbishment project on Friday 18th December 2020. Due to Covid and the Christmas shutdown, CCC have already been requested by four contractors to allow an extra 2 weeks in the tender period, which CCC have agreed to, resulting in the tender return date being delayed to 22nd January 2021. This means the start on site date will now not commence before 15th February 2021.	
<b>Other options considered</b>	
To avoid exposing CCC to the financial risk there are two options 1] Do not commence the project As the area will benefit greatly from the education resources refurbishment, this option is not viable. 2] Request an extension to the funding deadline.	
<b>Costs of implementing the change</b>	
There are no cost implications for implementing this change request, the funding remains the same in terms of allocation, it is just the spend profile that will change. The end date for the project will now be the end of April 2021. This is within the first quarter of the 2021/22 financial year which is an allowable extension to complete the spend utilising funding flexibilities through the Combined Authority and its Local Authority Partners as already confirmed permissible by the Cities and Local Growth Unit in the LGF 2020-21 payment award letter dated 3 <sup>rd</sup> June 2020	



**Risk of implementing the change**

The risk associated with implementing the change is minimal, BEIS confirmed on 15<sup>th</sup> January 2020 that spend of the LGF into the next financial year is allowed via capital swaps across other funded projects within the Combined Authority and its Local Authority Partners.

**Decisions/approval for change**

**Business Board decision**

Name of Director:	
Decision:	
Date of Decision:	