

Change Identification Notice



Proj / Prog Title(insert) Change Identification Reference
(Insert)

The Project/Programme Lead/Manager (PM) is required to give this notification of potential change under the governance arrangements of the Swansea Bay City Deal to both the City Deal Portfolio Management Office (PoMO) and the Project/Programme Senior Responsible Officer (PSRO) as soon as they become aware of any matter that might;

- Impact the total cost;
- Impact the completion of delivery of output(s)/ key milestones;
- Impact the quality outlined within the business case for the specified Project/Programme
- Impact the benefits outlined within the business case for the specified Project/Programme;
- Impact the GVA, jobs created or inward investment.

Change Description & Description of Impact

Risk Register/Issue Log reference -

Impact of change – Mark with an X as applicable

<u>Cost</u>	<u>Timeline</u>	<u>Quality</u>	<u>Benefits</u>	<u>Portfolio Benefits/ Objectives</u>
<u>XX</u>	<u>XX</u>	<u>XX</u>	<u>XX</u>	<u>XX</u>

Change to Project Plan (if required attach revised plan) attach all relevant evidence of impacts that are selected

- The PSRO and PoMO must acknowledge receipt of this Identification Notice and agree there is a potential risk which might impact one or all of the above aspects of the Portfolio/Programme/Project.
- Enter any accepted risks onto the Project/Programme risk register
- Once a potential change is identified and notified to the PoMO and relevant PSRO any of the three parties (PoMO, PSRO or PM) can instruct any risk mitigation meeting with participants to be agreed by all three stakeholders.
- During the risk mitigation meeting, participants must;
 - Make and consider proposals of how risks might be avoided or mitigated.
 - Seek solutions to resolve any risks that cannot be avoided or mitigated.
 - Decide on appropriate actions to follow and who is responsible for their completion.
 - Remove resolved risks previously added to the risk register.
- If following the risk mitigation meeting or issuing of a Change Identification Notice a change of scope is required a formal, appropriate approval process to the change must be agreed upon and actioned by the PM/PSRO and/or PoMO.

