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| PROJECT VARIATION SUMMARY |
| PROPOSERS NAME |  | Date: | Role: |
| PROJECT TITLE |  |
| PROJECT CODE # |  |

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| SECTION 1: VARIATION DESCRIPTION |
| What has led to the submission of this Project Variation?  |  |

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| SECTION 2: WHY IS THIS VARIATION REQUIRED? |
|[ ]  Unrecoverable Slippage |[ ]  Quality Improvement |
|[ ]  Risk Management Response |[ ]  Rectify Planning Omission/Error |
|[ ]  Scope Change |[ ]  Design or Operational Impact |
|[ ]  Insufficient Budget |[ ]  Need Contingency Funding |
|[ ]  Project Closure - Outstanding Finance Actions  |[ ]  Finance Adjustment |
|[ ]  Opportunity/Innovation |[ ]  Environmental |
| Other/Details: |

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| SECTION 3: THIS VARIATION SEEKS  |
| Additional Funding | $ | Current Year Approved Budget | $ | Requested current year Budget | $ |
| Additional Time | T | Current Completion Date |  | New completion Date |  |
| Risk Funding | $ |  |
| Contingency Release | $ |  |
| Other/Details: |

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| SECTION 4: WHAT ARE THE RISKS ASSOCIATED WITH THIS VARIATION  |
|[ ]  If this Variation **is not** approved, there are **NO** new risks |
|[ ]  If this Variation **is not** approved, there **ARE** new risks  |
|[ ]  If this Variation **Is** approved, there are **NO** new risks |
|[ ]  If this Variation **Is** approved, there **ARE** new risks |
| Details:  |

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| SECTION 5: AFFECT ON SUPPLIER AGREEMENTS/CONTRACTS |
|[ ]  If this Variation **is not** approved, there are **NO** effects on supplier agreements/contracts |
|[ ]  If this Variation **is not** approved, supplier arrangements/contracts **ARE** effected  |
|[ ]  If this Variation **Is** approved, there are **NO** effects on supplier agreements/contracts |
|[ ]  If this Variation **Is** approved, supplier arrangements/contracts **ARE** effected |
| Vendor: | Contract Number: |
| Details |

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| **Variation Approval** |
| NAME | Position | Signature | Date |
|  | Project Sponsor |  |  |
|  | Project Owner |  |  |

When completed, this form needs to be submitted and represented to the relevant funding approval authority. For all ITS projects, the approval authority is the Project Advisory Board (PAB)