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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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: | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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: | | | | | |

|  |  |
| --- | --- |
| 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: | |

|  |  |  |
| --- | --- | --- |
| 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 | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **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)