**[Insert Project Name]**

**Project Variation Request**

***Please note:*** *all text highlighted in grey has been developed to assist in preparing a Project Variation. Please delete this text once the required information has been incorporated into the document.*

Document Control

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Amendment** | **Distribution** |
|  |  |  |  |  |

Document Approval

**Supported by:**

…………………………………………………………………….. Date: ……………………

(Insert Business Owner)

…………………………………………………………………….. Date: ……………………

(Insert Project Sponsor)

**Approved by:**

…………………………………………………………………….. Date: ……………………

(Insert Senior Responsible Officer)

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# General Project Information

 *[Provide general information regarding the project]*

|  |  |
| --- | --- |
| **Project Manager** |  |
| **Project Stage** |  | **Last Gate Approval** |  |
| **Date** |  |
| **Project Objective** | This project aims to: |

# Project Variation Summary

*[Provide a summary of the requested project variation]*

|  | **Approved** | **Requested** | **Variation Description** |
| --- | --- | --- | --- |
| Delivery Date |  |  |  |
| Budget |  |  |  |
| Scope |  |  |  |
| Quality |  |  |  |

*[A variation can be for a single line item however it is more likely that one variation will impact more than one line item. If the project is delayed the project manager is to calculate the budget impact of running the project longer than expected. Alternatively, if the scope increases, the project manager will need to assess the impact on the delivery time as well as the impact on the budget. Under the scope section, reference to an existing detailed scope statement is sufficient. The additional scope items should be summarised in dot points and accompanied by a new detailed scope statement.]*

# Reasons for Variation

|  |  |
| --- | --- |
|[ ]  Unrecoverable slippage |[ ]  Opportunity / innovation |
|[ ]  Risk management / response / compliance |[ ]  Quality improvement |
|[ ]  Scope change |[ ]  Rectify planning omission |
|[ ]  Insufficient budget |[ ]  Other (please specify) |
| **Please provide additional information for each reason ticked above:**  |

# Impact Analysis

|  |
| --- |
| **What is the impact on the intended business benefits if this variation is not approved?**  |

*[Include impact on other projects, such as what risks will this variation mitigate? What risks existing if this variation is not approved?]*

# Implementation Plan

|  |
| --- |
| **If approval is granted for this variation, how are the changes to be implemented?**  |

*[In this section you are to demonstrate that you have carefully planned how to implement the requested variation. If a new Project Management Plan and schedule are to be developed, include a link or attach them to this variation request]*