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## CONTRACT MANAGEMENT FRAMEWORK

### CHANGE REQUEST PRO FORMA

Change Request Form	
<b>Title of Change:</b> Type of proposed Change: Operational Contract If Contract Change, complete Annex B (Contract Change Note Proforma)	
<b>Work stream/Area:</b>	<b>Are supporting documents attached</b>
<b>Priority of request:</b> <i>Normal Timed (enter deadline):</i>	
<b>Description of Change:</b>	
<b>Reason for Change:</b>	
<b>Charges (if any):</b>	
<b>Date of expiry of Change (if any):</b>	
<b>Other issues:</b>	
<b>Originator:</b> <b>Name:</b>	

<b>Position:</b>	
<b>Date:</b>	
<b>Authorised to proceed:</b>	
<b>Name:</b>	
<b>Position:</b>	
<b>Date:</b>	
<b>Extra Notes:</b>	
<b>Change agreed by CONTRACTOR:</b>	<b>Change agreed By AUTHORITY:</b>
<p><b>This form must include where appropriate the following information:</b></p> <ul style="list-style-type: none"> <li>• the title of the Change;</li> <li>• Estimated value and/or cost of change</li> <li>• the originator and date of the request or recommendation for the Change;</li> <li>• the reason for the Change;</li> <li>• full details of the Change including any available specifications or design documentation;</li> <li>• the charges, if any, applicable to the Change;</li> <li>• a timetable for development, testing, staging and implementation;</li> <li>• proposals for any acceptance procedures and criteria designed to satisfy the AUTHORITY's requirements for the trial of the specific Change(s) and/or enhancement(s) in question;</li> <li>• details of the likely impact, if any, of the Change on other aspects hereto including but not limited to:             <ul style="list-style-type: none"> <li>• the Term of the Agreement;</li> <li>• the personnel to be provided;</li> </ul> </li> </ul>	