



Business Case Change Request

This deliverable prepares a written request for a material change to the Business Case baseline or Business Case benefits. The Business Case should contain the following components: (1) the net benefit defined in the Business Case before the update (as of x date); (2) the net benefit defined in the Business Case after the update (as of x date); (3) economic analysis of the change request (i.e., spreadsheet); (4) new risks introduced if the change(s) are made; (5) risks mitigated if the change(s) are made; (6) document control items such as who requested the change, what subject (functional) area the change affects, who has approved it from program management, and who has approved it from the sponsoring organization; and (7) the impact on assumptions.

Prepare this deliverable whenever a requested change affects the baseline or the net benefits defined in the Business Case.

I. IPT Name:		
II. Deliverable Name:	Business Case Change Request	Date Completed:
III. Contact Information		
	Name	Channel Unit
IPT Sponsor		
Channel Task Manager		
CIO Task Manager		
Contractor Task Manager		
IV. Task Order Number:		

Description

The Business Case Change Request sample deliverable contains five sections:

Section I: Business Change Request Information

This section contains basic information concerning the change request such as: the change request number, date, criticality, requestor, short and long descriptions of the change, and alternatives.

Section II: Initial Disposition

Records the initial disposition of the request, pre- and post-change Business Case net benefits, any comments, and the sign-off on the initial disposition from program management and the sponsoring organization.

Section III: Impact Analysis

Records the assignment, estimated hours, and deadline for completion.



Section IV: Risks

This section contains areas to record information on new risks introduced by the change and on the mitigation or elimination of existing risks.

Section V: Final Disposition

Records the final disposition of the change request and the sign-off by program management and the sponsoring organization.



Section I - Business Change Request Information

Business Case Change Request #: _____
Project Name: _____
Date Requested: _____
Criticality (H/M/L): _____
Functional Area Affected: _____
Requested by: _____
**Change Request/Change Order
Cross Reference # (if applicable)** _____

**Short
Description:** _____

Long Description:

Alternatives:

Section II - Initial Disposition

Disposition: Small Scope Scope Rejected Deferred
 ___ Change ___ Change ___ ___

Program Management Approval: _____ **Date:** _____

**Sponsoring Organization
Approval:** _____ **Date:** _____

Comments:

Business Case Net Benefits Pre-Change:

Business Case Net Benefits Post-Change:



Section III - Impact Analysis

Impact Assigned To: _____

Estimated Hours: _____

Deadline for completion: _____

Section IV - Risks

New Risks Introduced:

Existing Risks Mitigated or Eliminated:

Section V - Final Disposition

Disposition: ___ Approved ___ Rejected ___ Deferred ___ Review Date (if deferred)

Program Management Approval: _____

Date: _____

**Sponsoring Organization
Approval:** _____

Date: _____