



CHANGE CONTROL CCSC Proposal Form

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C&CSC XX/XX
CPXXXX

COMMERCIAL AND CHANGE SUB-COMMITTEE

PROGRAMME CHANGE / INVESTMENT AUTHORITY / COMMITMENT AUTHORITY PROPOSAL

SUBJECT: [Subject] (Max 10 words)

SPONSOR: [Name – Role] (Member of CCSC or Sector Director)

MEETING: [XX Month XXXX] (CCSC Meeting Date)

CIRCULATION: Sub-committee Members and Attendees
Sub-committee Members only (delete as applicable)

Purpose [Change Owner to complete]

To provide £XX budget from Programme Contingency and Investment Authority for CXXX...

Recommendation [To be agreed at Pre-CCSC Meeting]

The Commercial & Change Sub-committee is recommended to **approve** this paper.

Outcome [To be completed by the Programme Change Team]

| Change Review Cycle | Funding Code | C&CSC Outcome | APPROVED CHANGE REF |
|---------------------|--------------|---------------|---------------------|
| XX | XXXX | | |

Decision or Note [To be completed after CCSC]

Please tick box below to confirm the purpose of this request:

- Programme Change (CCB) and Funding (IA) Change
- Baseline / Programme Change (CCB) Only (including return of funds and zero cost changes)
- Funding (IA) Change Only
- Commitment authority with CCB and IA (Award of Contract paper also required)
- Pre-Tender Budget Authority

Change / Investment / Commitment Authority Proposal [Delete as applicable] [To be completed by the Author, 2 pages or fewer if possible. Please spell check your paper. Email change papers and attachments to @crossrail.co.uk. All further updates to your paper should be done on the [sharepoint site](#), with tracked changes. Delete these red guidance notes in final version.]

1. What is the change or authority request? [Be concise on the scope of the change.]
2. Why is the change required and what are the benefits to Crossrail? [Background or context for the change – less than ½ page. For a change state the business case based on quantified benefits (cost / time / safety / quality / other). If Investment Authority only for existing scope, no further business case required, summarise the scope covered by the authority.]
3. When is a decision required by? [Rather than ASAP, put a date and indicate how this fits in with overall construction programme, milestones, procurement dates etc]
4. What alternative options were considered and what are the consequences if the change is rejected? [Quantify the options considered. If this change is rejected, how does it affect the project/Crossrail. If this is a retrospective change, provide details on how the solution was decided and where it has been funded from. If IA only for existing scope or new contract Commitment Authority, this section N/A.]
5. Does this change affect the project schedule, the schedule of other projects, or the Programme? [Check with your project planner and list any changes to Anchor Milestones, Key Dates, Sectional Completion Dates, Access Dates, Completion Dates and Handover Dates. If IA only, confirm that contract key dates align with the current MCS.]
6. Does this change introduce any new cost to your project, other projects, indirect costs or the Programme? [Please check with your project cost engineer and populate the trends and budget tables. Both design and construction costs should be included where applicable. A high level summary of the cost breakdown should be included and explain if it is an OoM estimate, contractor quote etc, with the detailed cost breakdown attached as appendices for review. Cost impacts on other projects or indirects must be quantified. If CCB or IA requested includes contingency, state how contingency calculated and attach QRA summary.]
7. What is the net impact of the change on the Programme AFC? [Dependent on QRA and Resolved Trends – The Programme Risk Analyst and Cost Engineer will advise the net impact on Programme AFC. Identify risks retired by this change.]
8. Does the change increase health & safety risk and if so how will the risk be reduced to as low as reasonably practical? [Identify any new risks and address how these will be managed]

Please complete the following table: (if response is “yes”, please elaborate below)

| | | |
|--------|---|--------|
| (i) | State fully completed RIBA stage reached and last assurance gateway fully passed | |
| (ii) | State contract type (e.g. NEC3 Option C) | |
| (iii) | Are there any property dependencies? (If so, Land and Property Director must sign) | Select |
| (iv) | Does the change impact the Sponsor Requirements, CPFR, ONFR, operations concepts or maintenance strategy? | Select |
| (v) | Does the proposed change have any new significant environmental impacts? | Select |
| (vi) | Does the change affect deemed planning permission under the Crossrail Act or any of the Undertakings and Assurances? Are any new consents required? | Select |
| (vii) | Does the change impact operating costs, revenues or benefits? If so, explain how it affects the Business Case for Crossrail. | Select |
| (viii) | Can any of the costs be recovered from any third party or via an insurance claim? Explain below as necessary. | Select |
| (ix) | Has the change already been instructed to a contractor? I.e. Is it retrospective? | Select |

Comments: (refer to question number)

Financial Summary [To be completed by the Change Owner / Cost Engineer or Project Accountant]

These tables are now MS Excel tables.

To complete in this MS Excel format,

1. Click the table to select.
2. Right click on the table and select 'worksheet object' from options and open. This should open the table in Excel. Enter your data. Once complete, select File and Close.

DO NOT DOUBLE-CLICK or amend the table format.

Once data entry is complete, ensure that the whole table is in the viewer and can be seen before saving. The window viewer can be adjusted by double clicking the table and then dragging the arrow at the bottom of the table.

| BUDGET CHANGES PROPOSED | | | |
|---|-------|------|-------|
| WBS (Sector-Project-Work Package-Activity Group-Activity) | CCB £ | IA £ | AFC £ |
| xxx-xxxx-xxxx-xxx-xxx | | | |
| xxx-xxxx-xxxx-xxx-xxx | | | |
| xxx-xxxx-xxxx-xxx-xxx | | | |
| Total Change | 0.00 | 0.00 | 0.00 |

| TRENDS / QRA risks | | | | Resolved/ |
|---------------------------|------------------------|----------------|--------|------------|
| Prism ID / risk ref. | Date raised / QRA date | Trend Category | AFC £m | Unresolved |
| Trend xxxx-xxxx | | | | |
| Trend xxxx-xxxx | | | | |
| Trend xxxx-xxxx | | | | |
| Risk TEV xxx | | | | |
| Total | | | 0.00 | |

| CURRENT FINANCIAL STATUS as at Pxx | | | | |
|---|--------|-------|--------|---------|
| before change | CCB £m | IA £m | AFC £m | ACWP £m |
| Pxxx - Cxxx title | | | | |
| Pxxx - Project Contingency | | | | |
| Pxxx - Other Contracts | | | | |
| Pxxx Current Total | 0.00 | 0.00 | 0.00 | 0.00 |
| Sector Contingency / Risk | | | | |

[All values to be provided in outturn prices. Refer to the Financial Planning and Analysis Team for inflation indices].

Attachments

| Title / Reference | Attached to CCSC paper | Refer to Sharepoint |
|-------------------|--------------------------|--------------------------|
| Appendix A xxx | <input type="checkbox"/> | <input type="checkbox"/> |
| Appendix B xxx | <input type="checkbox"/> | <input type="checkbox"/> |

Change Owner / Presenter

Name: [Name – Role] (Ext. or Mobile)

[For bottom-up change and IA, the change owner is usually the Project Manager or Project Business Manager. For top-down change, this would usually be Technical. The change paper will be presented by the change owner or sponsor at CCSC if required (who may attend by telephone).]

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Review Group Comments

Date: dd/mm/yyyy

Technical, Client, Programme Controls and Finance Review Groups are held prior to a Change proposal being submitted for consideration at CCSC. Comments and actions incorporated within the proposal are summarised below.

Technical and Client Review Group

Review and agree items included within the Change Proposal that impact on the technical concept, Functional Requirements, operational readiness, Sponsors Requirements, On Network Works, external stakeholders, commercial and health and safety matters.

| Comment | Action |
|---------|--------|
| | |
| | |
| | |
| | |

Finance and Programme Controls Review Group

Review and agree items included within the Change Proposal that impact on budget, cost, forecast, the Master Control Schedule, project interfaces, risk and QRA.

| Comment | Action |
|---------|--------|
| | |
| | |
| | |
| | |

Pre-CCSC

Date: dd/mm/yyyy

Final review and agree recommendation.

| Comment | Action |
|---------|--------|
| | |
| | |
| | |

Signatory Comments

Comments from signatories will be captured below.

| Comment | Response |
|---------|----------|
| | |
| | |
| | |

Signatures

Confirm that this proposal has been properly assessed. If signatories have any comments, these will be captured, and considered at CCSC.

| Title (Responsibility) | Name and Signature | Recommendation | | Date |
|--|--------------------|----------------|----------------|------|
| | | Approve | Do not approve | |
| Head of Change Control <i>(Satisfied that the information is complete and comprehensive and ready for submission to CCSC for consideration)</i> | | | | |
| Head of Financial Control <i>(Satisfied that the impact on CCB, AFC and IA has been properly assessed)</i> | | | | |
| Commercial Manager <i>(Satisfied that the impact on the CRL business case and commercial contracts / agreements has been properly assessed.)</i> | | | | |
| Operations Director <i>(Satisfied that the impact on Operational Readiness has been properly assessed)</i> | | | | |
| Technical Director <i>(Satisfied that the impact on Technical and Functional Requirements has been properly assessed)</i> | | | | |
| Central Delivery Director <i>(Satisfied that the impact on the Central Section contracts has been properly assessed)</i> | | | | |
| Head of Controls <i>(Satisfied that the impact on QRA and Master Control Schedule has been properly assessed and that the costs are appropriate and reasonable)</i> | | | | |
| Other Signatory | | | | |