

Project Change Request Template

Project Name: Bush works Trench Excavation Project

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Date: 24/05/2024

Changes are being made to the following:

☐	Project Charter	☐	Project Management Approach
☐	Scope Statement	☐	Work Breakdown Structure
☐	Performance Measurement Baselines	☒	Major Milestones and Target Dates
☐	Key Staff	☐	Risk Management Plan
☐	Scope Management Plan	☐	Schedule Management Plan
☐	Cost Management Plan	☐	Quality Management Plan
☐	Staffing Management Plan	☐	Communications Management Plan
☐	Risk Response Plan	☐	Procurement Management Plan

Changes to Supporting Detail? (explain):

Adjustments to major milestones and target dates due to unforeseen severe weather conditions impacting the excavation schedule.

Description of Changes being made:

1.

Risk Issues Prompting Changes:

Severe weather impact:

Unpredictable severe weather, including heavy rains and storms, has significantly disrupted the excavation schedule. These weather conditions have created unsafe working environments, resulting in mandatory stoppages. Additionally, waterlogging and soil erosion have compromised trench stability, requiring additional work to reinforce the trench and remove water.

Corrective Action:

Implementing advanced weather monitoring systems, introducing flexible scheduling to work around weather events, and utilising water-resistant materials and equipment.

2.

Risk Issues Prompting Changes:

Safety Concerns:

Safety risks have increased due to the severe weather, posing threats to workers and equipment. Ensuring worker safety has necessitated additional safety measures and temporary work stoppages, leading to project delays.

Corrective Action:

Enhanced safety protocols, including the provision of additional personal protective equipment (PPE), regular safety briefings, and on-site safety inspections.

3.

Risk Issues Prompting Changes:

Equipment delays:

Severe weather has caused delays in the delivery of necessary materials. Equipment downtime and delays in material availability have slowed the excavation process and increased project costs.

Corrective Action:

Having backup equipment on standby and establishing stronger supplier relationships for quicker material procurement.

Stakeholders being notified:

- Client
- Project Manager
- Safety Officer
- Site Manager
- Financial Controller
- Local Authorities/Regulators
- Environmental Officer
- Subcontractors
- Equipment Suppliers

Name/Title: Bernard Travers

Signature:



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