

Project Change Request Template

Project Name: Installation of new roof sheeting at Lavarack Barracks	
Prepared by: Lucy Muston	
Date: 07/06/2024	
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): To effectively implement the changes for the installation of new roof sheeting, modifications to key staff roles will be necessary. This will involve bringing on board additional roofing specialists with expertise in the specific type of roof sheeting being installed. Experienced project managers with a background in roofing projects will be assigned to oversee the expanded scope and ensure seamless coordination. Additionally, safety officers will be included to enhance adherence to safety protocols during the installation process. These changes will ensure that the project has the necessary expertise and oversight to successfully complete the installation of the new roof sheeting.	
Description of Changes being made: 1. <i>Risk Issues Prompting Changes:</i> Specialised Expertise Shortage The current project team lacks personnel with specialised expertise in the installation of the specific type of new roof sheeting being used. <i>Corrective Action:</i> To address the shortage of specialised expertise, additional roofing specialists with experience in installing the specific type of new roof sheeting will be hired. This includes recruiting professionals who have successfully completed similar projects and possess the necessary technical skills. Additionally, current staff will undergo targeted training programs to enhance their skills and knowledge, ensuring they can effectively contribute to the installation process. Engaging with industry consultants for expert advice and guidance throughout the project will further mitigate the risks associated with lacking specialised expertise.	

2.

Risk Issues Prompting Changes:

Increased Workload

The addition of new tasks and the complexity of installing the new roof sheeting have significantly increased the workload for existing staff.

Corrective Action:

To manage the increased workload, the project team will be expanded to include additional personnel, thereby distributing tasks more evenly and preventing staff burnout. This involves hiring temporary workers or subcontractors to handle routine or less complex tasks, allowing core team members to focus on critical aspects of the project. Implementing a more structured project management approach with clearly defined roles and responsibilities will improve workflow efficiency. Regular workload assessments and adjustments will ensure that staff capacity is aligned with project demands, maintaining high productivity and quality standards.

3.

Risk Issues Prompting Changes:

Safety and Compliance

Ensuring that all safety protocols and regulatory compliance measures are met requires dedicated safety officers and compliance experts.

Corrective Action:

To ensure adherence to safety protocols and regulatory compliance, dedicated safety officers and compliance experts will be integrated into the project team. These professionals will oversee the implementation of safety measures, conduct regular inspections, and ensure that all work complies with relevant regulations and standards. Comprehensive safety training programs for all staff will be conducted to reinforce the importance of compliance and safe working practices. Establishing a robust incident reporting and response system will help address any safety concerns promptly, mitigating risks and ensuring a safe working environment.

Stakeholders being notified: Project Manager

Name/Title: Bernard Travers

Signature:



Date: 10/06/2024