

**Transformational Investment Capacity (TIC)**

**Change Request Form**

*TIC Website:* [*msf-transformation.org*](http://msf-transformation.org/)*TIC Email:* [*TIC@msf.org*](mailto:Kathleen.corey@toronto.msf.org) *TIC SharePoint:* [*Site*](https://msfintl.sharepoint.com/sites/msfintlcommunities/tic/Guidelines/Forms/AllItems.aspx?id=%2Fsites%2Fmsfintlcommunities%2Ftic%2FGuidelines%2F2%2E%20Approved%20Project%20Templates&viewid=9e4292ea%2D5616%2D4645%2D8eeb%2Dec7695a50e4c) **Top of Form**

**TIC Project Title:** Change Request Date:

Name: MSF/Project Affiliation:

Email: Telephone:

**Change Category:**

Scope  Schedule  Budget  Resources  Other (explain)

Project Sponsor *Insert Name*

* has been informed Yes  No  of the change request
* has approved the change request Yes  No  (only for major and substantial change requests as for the [TIC change request threshold](https://msfintl.sharepoint.com/:w:/s/msfintlcommunities/tic/Ec1f15C_TEROvEq7FqQ7oYsB4pFbiVFvLSkFqgRjBmjFuA?e=oojgt8#Chapter13))

**Description of Change Requested:**

**Reason for Change Request:**

**Impact of Change on Scope/Schedule/Budget/Resources/Other:**

**Work groups/Stakeholders Impacted by Change:** (MSF groups, beneficiaries, partners, etc.)

**Risks Associated with Change and Mitigation Measures:**

|  |  |
| --- | --- |
| **Key Risk** | **Risk Mitigation** |
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