

**Transformational Investment Capacity (TIC)**

**Change Request Form**

*TIC website:* [*msf-transformation.org*](http://msf-transformation.org/)*TIC* *email:TIC@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)

|  |  |
| --- | --- |
| **TIC project title:** | **Change request date:** |
| **Change request submitted by:** | **Contact:** |
| **Approved project budget:** | **Budget utilised:** |
| **Approved project timeline** **From:****To:** | **Project goal(s):** |

**Change Category:**

[ ]  Scope [ ]  Schedule [ ]  Budget [ ]  Resources [ ]  Other (explain)

**Project Sponsor** *(DG/Board President:* *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 per the [TIC change request threshold](https://msfintl.sharepoint.com/%3Aw%3A/s/msfintlcommunities/tic/Ec1f15C_TEROvEq7FqQ7oYsB4pFbiVFvLSkFqgRjBmjFuA?e=oojgt8#Chapter13))

Have you previously submitted a change request? Yes [ ]  No [ ] If yes, how many:

**Description of change requested:**

**Time (original end date - requested end date):**

**Budget:**

**Scope:**

**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** |
|  |  |
|  |  |
|  |  |