

CHANGE REQUEST FORM

Project Name: Shaping the Future of Gold Coast - A Volunteer Camp for Sustainable Urban Transformation

Change Request Number: CR – 01/2024

Date of Request:

31/05/2024

Requestor:

- Name: Neda Bodiroza
- Role: NPO Director
- Contact Information: neda@npo.au

Description of Change:

Pro Development of a Backup Plan for Volunteer Recruitment. This plan aims to create a contingency strategy for sourcing volunteers from domestic architecture universities, addressing potential challenges in securing sufficient international student participation due to expensive flights, visa requirements, and global uncertainties. This would involve:

- Developing a separate recruitment strategy targeting domestic universities.
- Establishing communication channels with relevant universities.
- Modifying the application process to accommodate both domestic and international applicants.
- Adjusting the volunteer selection process to ensure a balanced mix of international and local students.

Reason for Change:

To mitigate risks associated with volunteer shortages and ensure the project maintains momentum, regardless of international participation levels.

Impact Assessment:

- **Scope:** This change will expand the project scope by adding the recruitment of domestic volunteers, requiring additional resources and effort to establish communication with local universities.
- **Schedule:** A potential slight extension of the recruitment phase might be necessary to accommodate the additional recruitment effort, but it should not significantly impact the overall project timeline, as this change is proactive rather than reactive.
- **Cost:** Additional costs might be associated with outreach to local universities, marketing materials, and potentially additional travel expenses for selected domestic students. We estimate an approximate cost of \$2,000 for these activities.
- **Risk:** This change mitigates the risk of insufficient volunteer participation, but it might require adjusting the selection process to ensure a balanced mix of international and local students. The impact on the project timeline should be minimal, and the additional cost is manageable.

Recommendation:

Stevan Bodiroza recommends approving this change request as it significantly reduces the risk of volunteer shortage, thereby safeguarding project success.

Decision:

- Approved ☒
- Rejected ☐

Comments:

The decision to approve this change is based on its strategic alignment with project goals and its potential to strengthen community involvement. By developing a backup plan for volunteer recruitment, we not only safeguard against potential risks but also enrich the project experience for all participants. Engaging local architecture students fosters community ties and supports educational opportunities.

Authorised by:

Stevan Bodiroza – Project manager

Date of Authorisation:

5/06/2024

Instructions for Completion:

1. Complete all fields in the form.
2. Provide a clear and concise description of the proposed change.
3. Conduct a thorough impact assessment, considering all relevant factors.
4. Submit the completed form to the Project Manager.

Note: This form will be used to document and track all change requests throughout the project. The Project Manager will maintain a log of all change requests and their status (submitted, reviewed, approved, rejected, implemented).

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CHANGE REQUEST FORM

Project Name: Shaping the Future of Gold Coast - A Volunteer Camp for Sustainable Urban Transformation

Change Request Number: CR – 02/2024

Date of Request:

28/05/2024

Requestor:

- Name: Alisha Swain
- Role: Project Sponsor (Executive General Manager Planning and Regulation, Gold Coast City Council)
- Contact Information: alisha@fakemail.com

Description of Change:

Establish a contingency fund of \$30,000 within the construction budget to accommodate potential increases in building material costs. This fund will be accessible only upon receiving approval from the project sponsor, with a valid justification for its release.

Reason for Change:

Concerns about rising material costs due to market volatility and the potential impact on the construction budget. This contingency fund provides a buffer to ensure that the project remains on track and is not significantly impacted by fluctuating material prices.

Impact Assessment:

- **Scope:** This change will not alter the project's deliverables but will enhance financial management capabilities.
- **Schedule:** No direct impact on the project timeline is expected.
- **Cost:** An increase of \$30,000 to the construction budget, requiring careful monitoring and justification for expenditure.
- **Risk:** This change significantly reduces the risk of budget overruns due to fluctuating material costs, enhancing project financial stability and mitigating potential delays. Introduces a new financial management risk that will require robust justification processes for fund utilisation.

Recommendation:

Stevan Bodiroza recommends approving this change request as it ensures financial flexibility and proactive management of potential cost increases.

Decision:

- Approved ☒
- Rejected ☐

Comments:

The approval of this change is justified by the need for proactive financial management in an unpredictable market. Establishing a contingency fund allows for flexibility in addressing unforeseen costs while maintaining project accountability. This approach ensures that any expenditure is justified based on valid reasons, aligning with our commitment to transparency and effective resource management.

Authorised by:

Stevan Bodiroza – Project manager

Date of Authorisation:

5/06/2024

Instructions for Completion:

5. Complete all fields in the form.
6. Provide a clear and concise description of the proposed change.
7. Conduct a thorough impact assessment, considering all relevant factors.
8. Submit the completed form to the Project Manager.

Note: This form will be used to document and track all change requests throughout the project. The Project Manager will maintain a log of all change requests and their status (submitted, reviewed, approved, rejected, implemented).

Proposed Changes Neda Bodiroza's Change:

Development of a Backup Plan for Volunteer Recruitment: In light of potential challenges in securing sufficient international students due to factors such as expensive flights, visa requirements, and global uncertainties, Neda suggests creating a contingency plan to recruit volunteers from domestic architecture

universities. This will help mitigate risks associated with volunteer shortages and ensure that the project maintains momentum regardless of international participation levels. Alisha Swain's Change:

Establishment of a Contingency Fund: Alisha is concerned about the rising costs of building materials and proposes adding an additional \$30,000 to the construction budget as a buffer to accommodate potential price increases. This fund would only be accessible upon receiving approval from the sponsor, contingent on demonstrating valid reasons for its release. This approach ensures financial flexibility while maintaining accountability for expenditure. Implications of Changes Neda's Change: Implementing a backup plan to source volunteers domestically will not only alleviate the risk of under-participation but also enrich the project by involving local students, fostering community ties, and enhancing the educational experience of all participants. It is essential to outline clear communication and collaboration strategies with domestic universities to facilitate this recruitment.

Alisha's Change: Establishing a contingency fund allows for proactive financial management in the face of market volatility. It will be important to develop a robust justification process for accessing these funds, ensuring that the project remains transparent and that any additional spending is justified based on current market conditions. This can be integrated into the risk management plan to monitor and assess potential material cost fluctuations continuously.