Project Change Request Form

This form is used to document and evaluate changes to project scope, timelines, or deliverables.

Change Request ID: T0085_PCR_01

Project Name: Case Management

Client Name: Porterbrook

Requested By: Porterbrook

Date Requested: 07 January 2026

Change Type (Scope / Timeline / Other): Scope; Timeline

Description of Change:

- **Scope Change** – Development of four new pages in the FRP Validation front-end based on newly defined user requirements agreed between Porterbrook and Trigger Data, rather than a lift-and-shift migration from PowerBI to the existing FRP Validation front-end.
- **Timeline Change** – Deliverables are now due in Q3 2025.

Reason for Change:

The proposal was initially issued in May 2024, and the Purchase Order was issued in February 2025. As a result, the original requirements needed to be reassessed in light of evolving business needs.

Impact Assessment:

- **Time:** Project timelines have shifted to enable delivery across Q2 and Q3 2025.
- **Cost:** No change.
- **Quality:** No change.
- **Risk:** Potential for scope creep beyond project tolerances. To mitigate this, Trigger and Porterbrook will freeze requirements following the conceptual design review.

Proposed Actions:

- **Freeze Requirements Post-Design:** Finalise and lock requirements following the final conceptual design review by Porterbrook.
- **Develop New Front-End Pages:** Design and implement four new pages in the FRP Validation front-end based on agreed functional and visual specifications.
- **Update Delivery Plan:** Revise the project plan to reflect delivery across Q2 and Q3 2025, including key milestones.
- **UAT and Handover:** Ensure appropriate User Acceptance Testing (UAT) and handover processes are completed.

Reviewed By (Trigger Data):

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Name

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Signature

Approved By (Porterbrook):

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Name

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Signature

Date Approved:

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