

Points to consider:
The Change Request (CRF) process should be considered as an integral part of the Governance Structure and processes/protocols therein. This process to manage change is identified within the PEP and POST Construction Stage i.e. throughout ALL RIBA STAGES. The governance process should be identified within the PEP and UoL Project Master Programme. The process is intended to illustrate the steps that UoL (Senior Leadership, Projects & Planning, Maintenance, Finance and Stakeholders) need to work to ensure that any change to brief, programme or budget is considered, coordinated and dealt with in a swift and appropriate manner. The Project Manager must ensure that the process is communicated and implemented fully, ensuring all key actions and milestones are organised, communicated and monitored pro-actively to ensure no task is delayed or missed.

