IN CONFIDENCE - EXTERNAL RELEASE

You will need to raise a programme change request (PCR) if you have identified a requirement that has an impact on the scope of work, on the business, our customers, partners and /or service providers, is needed to support legislation, impacts project cost, benefit realisation or project outcomes and the project schedule and/or resources.





ŸJIRA

(Note: At any stage, prior to approval or withdrawal, if more information is sought the *Additional Info Required* button can be used to reset the PCR status. When the information is provided, the approval process can be reinitiated by clicking the *Ready for PMO Review button*.

Also, a PCR can be withdrawn <u>at any time</u> by clicking the **Withdraw** button)

Withdraw



programme/release meeting.

• The PCR OWNER informs the PCR Administrator of the approval decision via email.

and approved by the Programme Director via the relevant

- The PCR Administrator updates the JIRA record as per the outcome of the review to either: APPROVED or REJECTED, and
- Completes the balance of the administration (filing of hard copies, linking approval emails and updating the SharePoint library status, etc.

Note: The PCR Author, Assignee, Reporter and any "Watchers" will be advised of the change in status via JIRA notification

Once APPROVED, the PCR can be tracked through the delivery lifecycle by manually updating the **PCR Delivery Status** on the PCR record and using a dashboard filter to group & report.