



Departments should complete this form for potential changes to existing Lot 1, 2 or 3 engagements. Completed forms and any queries should be directed to fst-consultancy@cabinetoffice.gov.uk

CR37

COVID 19 Response - Change Request details	
ICU engagement ref #	072C
CCS Salesforce ref#	588092
Requestor	DIT – [REDACTED]
Request date	30/09/2020
Current approved value for the engagement	£1,744,508
Proposed new value for engagement	£1,744,508
Reason for change	<p>Additional 3 weeks needed to ensure sign-off on all deliverables. This includes:</p> <ul style="list-style-type: none"> • 1 week for DIT to provide any remaining final comments (consolidated by DIT and provided by Pillar leads in one final round of feedback) to PwC and OCO. All comments are expected to be minor and not of material change to the scope of deliverables currently provided. (Completed by Friday 9th October 2020) • 1 further week for PwC and OCO to respond to and address DIT comments. (Final versions of all deliverables to be provided to DIT by Wednesday 14th October 2020). • 1 further week for DIT to secure SCS sign off of all deliverables (completed by Wednesday 21st October 2020)
Purchase order number	PO unchanged

Time	3 additional weeks to complete work – see detail above
Cost	No change
Scope and deliverables	No change – see details of deliverables below

Will this change request result in a change of resources? If so please document below:

Name of resource	Grade	Day Rate	Number of Days	Cost
		£		£
		£		£
		£		£
		£		£

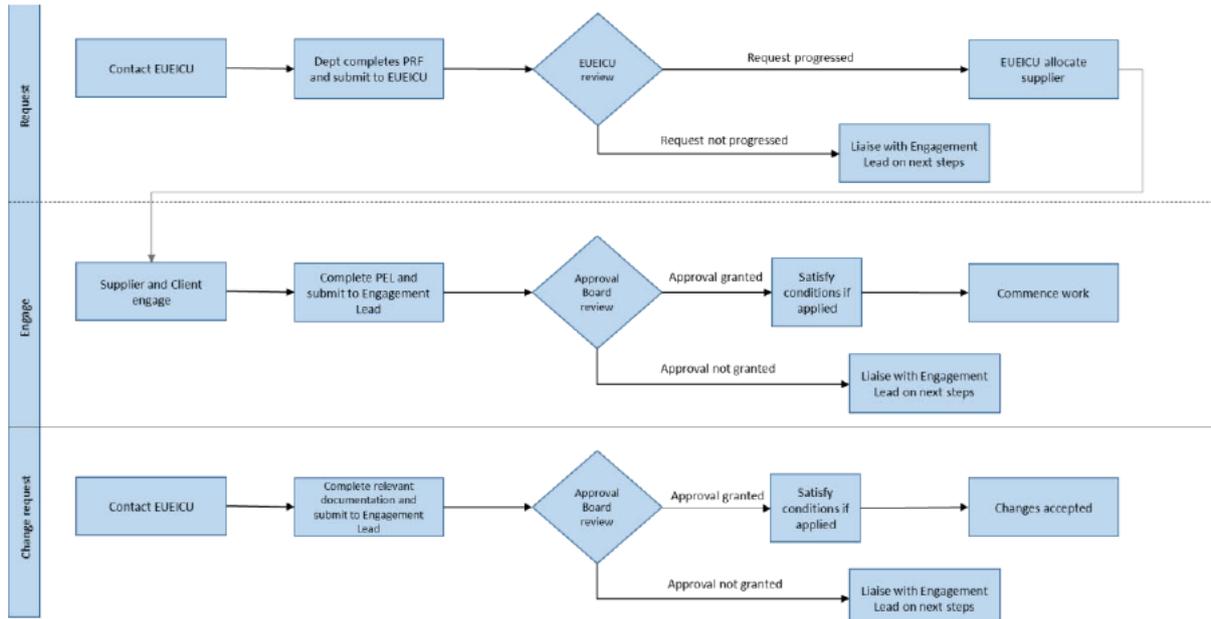


Signatures		
Department	Supplier	Cabinet Office / EUEICU
 <i>Signature</i>	B 	By  <i>Signature</i>
Department for International Trade  	PwC  	Cabinet Office / EUEICU   

Guidance notes

1. CHANGE REQUESTS

- 1.1. The EUEICU should be notified of any changes. Any of the below changes require approval from EUEICU:
 - 1.1.1. Change in engagement duration (to deliver the same outputs)
 - 1.1.2. Change in costs
 - 1.1.3. Change in services or scope, which includes significant changes to deliverables
 - 1.1.4. Significant change in named resources, which materially impact on costs and delivery
- 1.2. Changes Requests are subject to the same approvals process as new engagements and should be submitted in accordance with the relevant procedures. The EUEICU may instruct that a Change Request Form is required, in which event the EUEICU will provide the relevant forms upon request.
- 1.3. Approvals for works to start and changes to be made can only be provided by the EUEICU and signed documentation, purchase order numbers and working at risk conditions for suppliers apply.
- 1.4. The scope, costs and dates are fixed once Full Approval is granted and can only be adjusted via a Change Request.
- 1.5. In some instances the EUEICU may determine that the nature of the change requires an amended or new PEL.



Deliverables

7	<p>D1: Recommendations of economic priorities (or missions) for DIT, - drawing upon prior work incl. Defend and Future Economy project</p>	<ul style="list-style-type: none"> • Complete and signed off by Pillar lead. • Requires final SCS sign off.
	<p>D2: A repeatable model and process for the operationalising of the economic priorities with DIT, that incorporates feedback from appropriate governance groups. The model is to be supported by appropriate guidance for usage and how changes to inputs will be managed. The model will need to be agile.</p>	<ul style="list-style-type: none"> • Final output expected COP 30/09. • Additional time required to review feedback and for pillar lead sign off • Final SCS sign off required
	<p>D3: A clear set of well-defined priority investment opportunities, plus a target list of companies for DIT to pursue; guidance on updating this periodically.</p>	<ul style="list-style-type: none"> • Final output expected COP 30/09. • Additional time required to review feedback and for pillar lead sign off • Final SCS sign off required
8	<p>D1: Investment Policy Prospectus (deliverable handed over to team)</p>	<ul style="list-style-type: none"> • Additional time required to review, and incorporate feedback and for pillar lead to sign off • Final SCS sign off required
9	<p>D1: Economic analysis on the value-add / impact of HMG services to these investor audiences</p>	<ul style="list-style-type: none"> • Complete and signed off by Pillar lead. • Requires final SCS sign off.
	<p>D2: Competitor analysis: A gap analysis of DIT's offer against best practice and recommendations for DIT's service offer for top-tier investors</p>	<ul style="list-style-type: none"> • Complete and signed off by Pillar lead. • Requires final SCS sign off.



	D3: A service offer for top-tier investors as described in point a) above including a channel strategy	<ul style="list-style-type: none"> • Complete and signed off by Pillar lead. • Requires final SCS sign off.
	D4: Business Operating Model: Recommend an appropriate business operating model (that works effectively with the changes proposed in the 'Optimise and Scale' target operating model work developed in the investment services transformation review). <i>Deliverable will include D7 and D8 in an annex</i>	<ul style="list-style-type: none"> • Final output expected COP 30/09. • Additional time required to review feedback and for pillar lead sign off • Final SCS sign off required
	D5: A channel strategy that aligns all segments	<ul style="list-style-type: none"> • Complete and signed off by Pillar lead and SCS [REDACTED]
	D6: A green book compliant business case to secure funding from HMT to implement the above described operating model and service offer	<ul style="list-style-type: none"> • Final output expected COP 30/09. • Additional time required to review feedback and for pillar lead sign off • Final SCS sign off required
	D7: Implementation plan: A plan for phased implementation and rollout of the business model and service offer including change management planning	<ul style="list-style-type: none"> • Final output expected COP 30/09. • Additional time required to review feedback and for pillar lead sign off • Final SCS sign off required
	D8: People and change plan: single assessment of business change and people implications, impact assessment and transition plan	<ul style="list-style-type: none"> • Final output expected COP 30/09. • Additional time required to review feedback and for pillar lead sign off • Final SCS sign off required
4	D3: Supplementary report: Alignment with Investment Services transformation review	<ul style="list-style-type: none"> • Complete and signed off by Pillar leads [REDACTED] and SCS [REDACTED]
Additional Work	Outline for external facing investment strategy	<ul style="list-style-type: none"> • Final output expected w/c 5th Oct • Additional time required to review feedback and for pillar lead sign off • Final SCS sign off required •
	Outline for internal facing investment strategy	<ul style="list-style-type: none"> • Final output expected w/c 5th Oct • Additional time required to review feedback and for pillar lead sign off • Final SCS sign off required