

### Contract Change Note for the Contract Change Procedure

In line with the contract change procedure at schedule 2-7 of the contract dated 23<sup>rd</sup> December 2009, we request a detailed assessment of the impact of implementing the changes outlined in part one of this form. When signed by both parties this document will become the Contract Change Notice affecting the contract for Ordered Goods and Ordered Services as specified.

In completing this form, please use the accompanying guidance notes.

<b>Change Request Title:</b>	Six Month Contract Extension from September 2013
<b>Originator:</b>	BT
<b>Business Unit:</b>	BT GS UK
<b>Expression of Interest (EOI) Approval Date (DD/MM/YYYY):</b>	
<b>Change Request Approval Date (DD/MM/YYYY):</b>	28/09/12.
<b>SIA Control No.: (To be entered by Contract Manager)</b>	

#### 1. Requestor Information

##### ***Proposed Change Description***

##### **Description / Problem / Purpose**

*(The current business problem being addressed - essential to know where the business is moving away from - ensure you detail root problem not just the symptoms)*

The purpose of this CCN is to extend the scope of the contract for a further period of six months between September 2013 and March 2014

## 1. Requestor Information

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Date required:

## IMPACT ASSESSMENT:

## 2. Impact Summary

<b>Configuration Items Affected (e.g. product specifications):</b>	?				
<b>Detailed Impact Analysis Required?</b> <i>(check one)</i>	Yes [ ]		No [ ] If No, please give reason here		
<b>Impact on Development Resource:</b>					
<b>Impact on Ongoing Service Resource:</b>					
<b>Impact on Cost:</b>	Please detail below				
<b>Additional Software / Hardware Requirements:</b>	<i>Annual charges (£)</i>	<i>One-Off (£)</i>	<i>Equipment (£)</i>	<b>Total Cost (£)</b>	<b>Price to SIA (£)</b>

2. Impact Summary					
Additional Resource Requirements:	Work Days (give details and no. of work days)			Total Cost (£)	Price to SIA if applicable (£)
Total Impact on Cost:					

3. Change Definition / Scope:	
<b>Primary Products</b>	
Description of products / deliverables that define the change. The change will be complete when all products are in place.	
<b>P1</b>	
<b>P2</b>	
<b>P3</b>	
<b>P4</b>	

<b>Critical Success Factors (CSF)</b>	
Specific items that must be in place for the change to succeed. These tend to be behavioural/organisational factors.	
<b>CSF1</b>	
<b>CSF2</b>	
<b>CSF3</b>	
<b>CSF4</b>	

<b>Key Milestones (To be completed by Development Team)</b>	
Key milestones, detailed milestones can be added as they are known.	
<b>Start Date</b>	
<b>End Planning</b>	
<b>End Project</b>	

<b>Assumptions:</b>	<b>Impact:</b>
<b>A1</b>	
<b>A2</b>	

Assumptions:		Impact:	
A3			
A4			
A5			
A6			
A7			
A8			
A9			
A10			
A11			
A12			
A13			
A14			
A15			
A16			
A17			

Assumptions:		Impact:
A18		
A19		

Constraints		Owner
A condition imposed on the project which may impact on the success of the change and may influence planning. An owner may be set against each constraint to provide mitigation.		
C1		
C2		
C3		

Risks		L'hood	Impact
A potential future event that, if it happens, will have a negative impact on the change. Refer to organisational risk scoring matrix to quantify likelihood of occurrence and impact.			
R1			
R2			
R3			

Affected Areas					
Contact Centre	<input type="checkbox"/>	DHC	<input type="checkbox"/>	Licensing	<input type="checkbox"/>
ICT Infrastructure	<input type="checkbox"/>	Marketing	<input type="checkbox"/>	Intelligence	<input type="checkbox"/>
Other – please state	<input type="checkbox"/>				

4. Security Considerations					
Security Implications Identified:					
	Yes	N/A	No	Name	Date
LDL					

## 5. Approval

Risk associated with implementing the change:			
Risk associated with not implementing the change:			
Proposed Development Priority:			
RFC Sponsor sign off:	<div></div>		
CSCMG Priority:			
Approved:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Further information required <input type="checkbox"/>



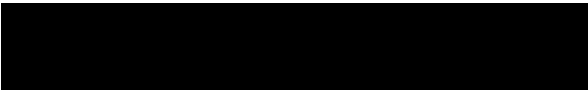

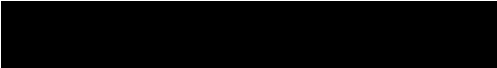


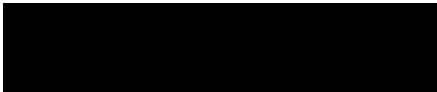


IT IS AGREED as follows:

- 1) With
- 2) effect from 29/09/2012 the Contract shall be amended as set out below:

See details in Contract Change Notice 'Six Month Contract Extension from September 2013'.

- 3) Save as herein amended, all other terms and conditions of the Contract inclusive of any previous CCNs shall remain in full force and effect.

Signed for and on behalf of BT/LDL:	
Signature:	
Name:	
Title:	
Date:	24/10/2012

Signed for and on behalf of the Security Industry Authority:	
Signature:	
Name:	
Title:	
Date:	28/09/2012

