

Capital Program Change Request Form

Major Capital Infrastructure Coordination Office (MCIC)

Request # (for MCIC use only):

A program change request is a notice of program change under program change management. Program change management is devised to ensure that all projects are clearly defined, deliverable, cleared internally (intra- and inter-divisionally) and externally (by utilities), and free of construction conflicts. Program change management is applicable to all project changes to the following fields that are introduced after the Final Review of Scope and Timing (FROST) deadline: location, extent (limits), work type, and/or work year. For more information on FROST and program change management, please refer to *Section 5* and *Section 6*, respectively, of *Capital Coordination Protocol*, which is available on the MCIC's website.

Please provide the name and contact information of the person responsible for this program change:

Contact Name Phone Number Email

Original Project Information:

Proposed Project Information:

- ☐ My program change affects **more than ten (10) locations**. I am attaching a list of the locations. (To list the locations, please use the Program Change Request Form - Multiple Projects, which is available on the MCIC's website).

Owner		Owner	
Work Type		Work Type	
Street		Street	
From Street		From Street	
To Street		To Street	
Start Year	End Year	Start Year	End Year
Delivery Group		Delivery Group	
Moratorium		Moratorium	

Type of Program Change:

- ☐ Carry-over
☐ New project
☐ Advancement
☐ Deferral
☐ Cancellation
☐ Extension of limits
☐ Shortening of limits
☐ Change in work type

Importantly, prior to approaching MCIC with a program change request, the applicant must ensure deliverability of the requested change by confirming the following:

- ☐ I confirm that this program change is part of a **funded** program.
☐ I confirm acceptance of this program change by the **delivery agent**.
☐ I have reviewed T.O. INview and resolved all foreseeable **conflicts** and **work-zone issues** that may have come as a consequence of this program change.
☐ I have reviewed and resolved all issues that may have emerged as a consequence of this program change if the project was previously part of a **bundle** or in **sequence** with other projects (*if applicable*).

Please identify your reason for change (e.g. emergency, coordination, priority change, etc) and include any additional information you think MCIC should be aware of:

The program change request is being submitted into the following year and by the appropriate authority:

- ☐ 2017 - General Manager
☐ 2018 - Area Director
☐ 2019 - Area Manager

The applicant's signature

Date

Please send the completed form to MCIC at mcic@toronto.ca.