Project Changes in the OMS
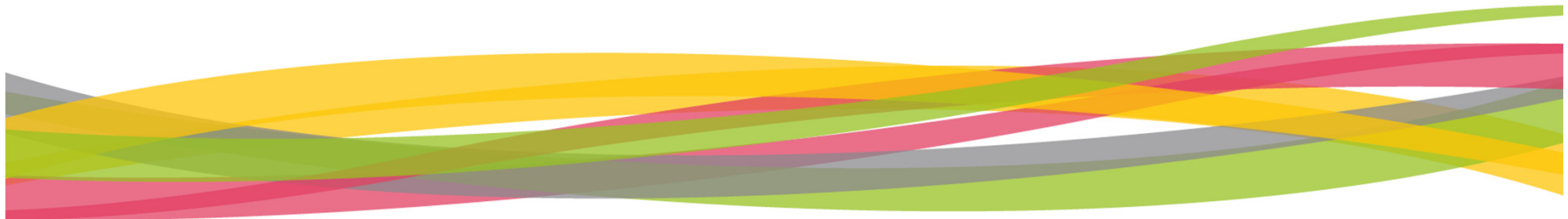

Change is a process, not an event.

Types of changes (1/3)

Basic project changes

+Done by the PMU

+No approval necessary

+Only for contact details of beneficiaries – though not the organisation name

+Can be submitted at any given time

Types of changes (2/3)

Minor Changes

+ Done by the PMU

+ Require assessment and decision by JS

+ Can be: budget, preparation costs, deliverables, activities, legal status of beneficiary, name of organisation/ contact details

Types of changes (3/3)

Major changes

+ Done by the PMU

+ Require assessment by JS and decision by SC

+ Can be: budget, outputs, results, deliverables, activities, addition of beneficiary, render a beneficiary inactive, changes to funding sources, legal status, etc...
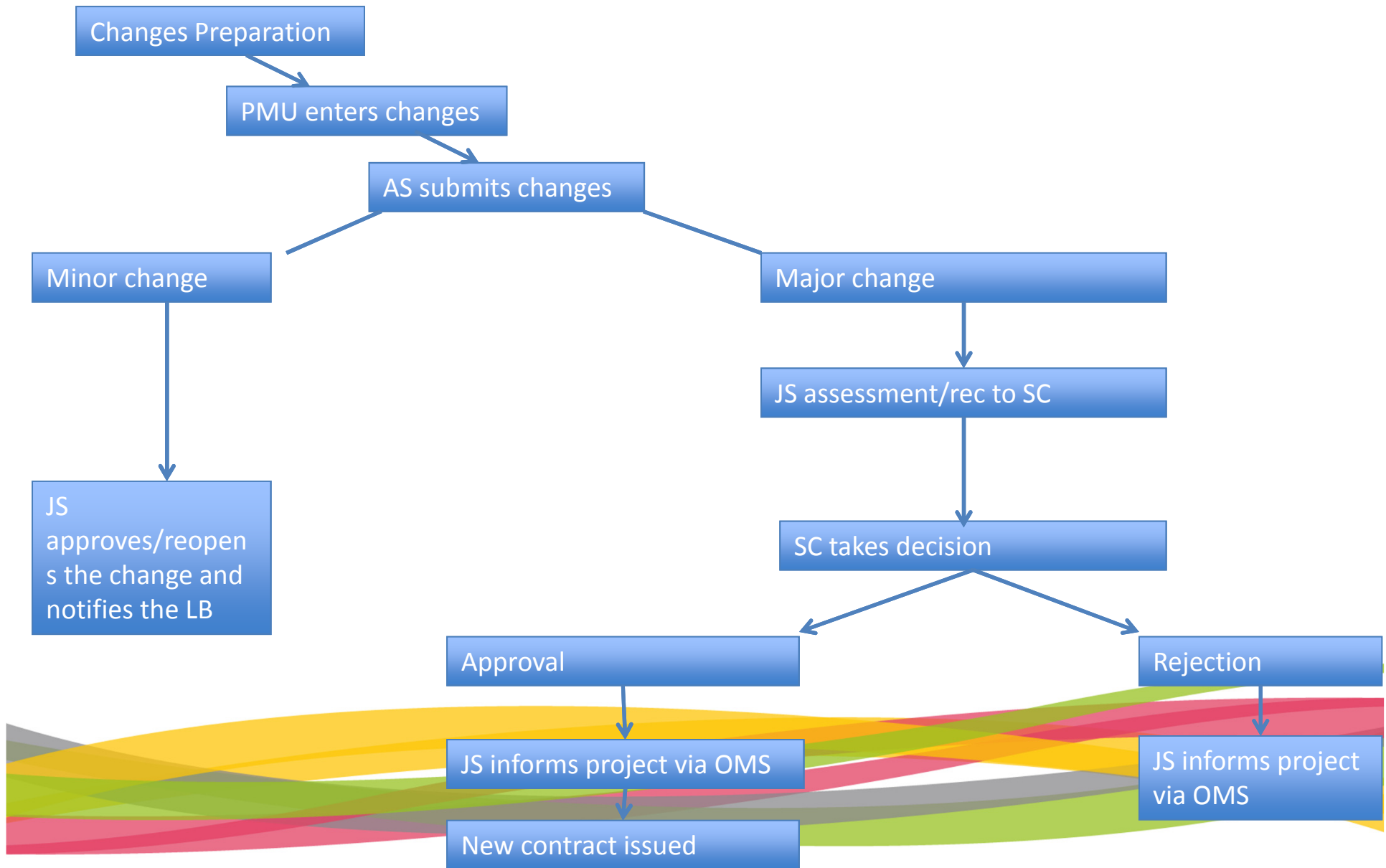
Changes as a process

+ Changes take time

+ For the project – gathering and entering the information into the OMS

+ For the JS – checking the change items, reviewing the impact to the project and its delivery, finalising the change

+ In case of major changes, for the SC – checking the change request, making and entering decision

Changes Workflow

Changes Preparation

↓

PMU enters changes

↓

AS submits changes

├─ Minor change
│   ↓
│   JS approves/reopens the change and notifies the LB
│
└─ Major change
    ↓
    JS assessment/rec to SC
    ↓
    SC takes decision
    ├─ Approval
    │   ↓
    │   JS informs project via OMS
    │   ↓
    │   New contract issued
    │
    └─ Rejection
        ↓
        JS informs project via OMS

Timeline

+ Basic Information changes can be submitted at any given time

+ Major and Minor changes can only be submitted when a report is submitted

+ In other words: you cannot submit a change if you are preparing a report...

+ Plan carefully!
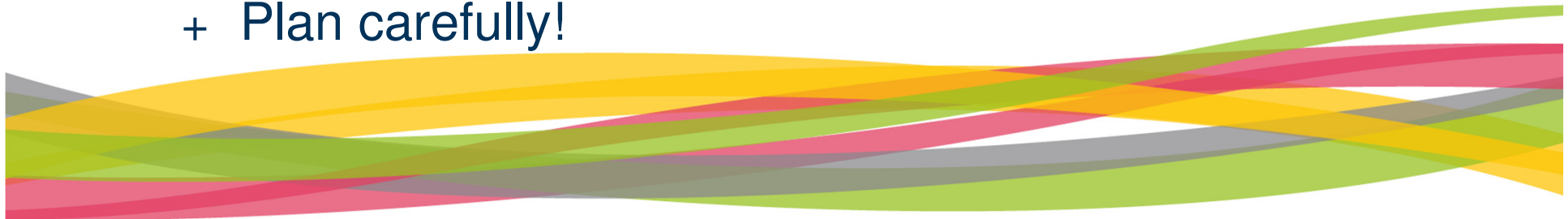
In addition...

+ No limit on number of basic information changes or minor changes

+ Max. 2 major changes per project