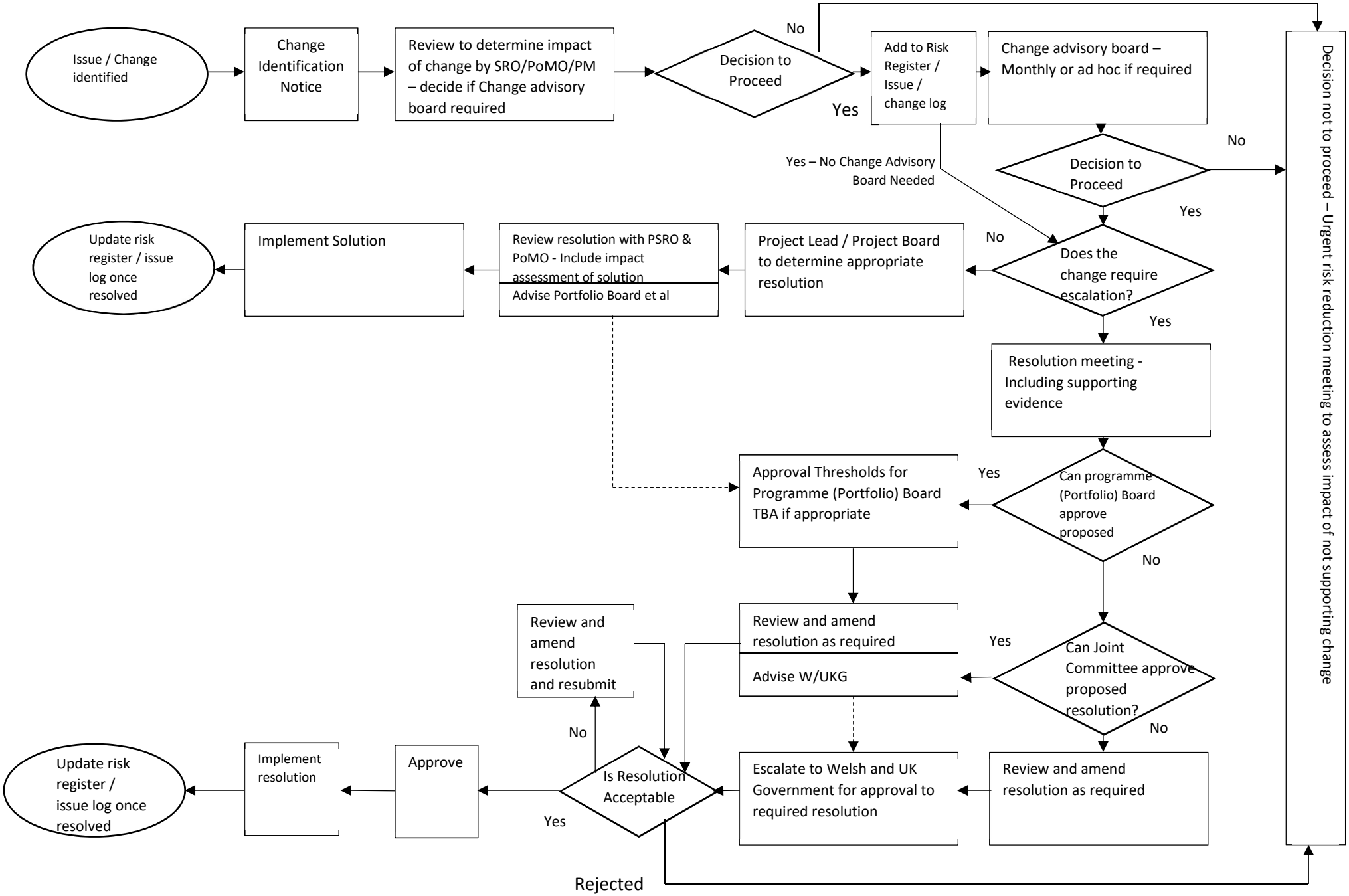
Appendix B

Swansea Bay City Deal

Change Control Flow Diagram

January 2021

Document Control Note: this document may not be valid anymore. Please check for the latest approved version of the document	
Date:	14/01/2021
Version:	V1.0
Author:	Phil Ryder
Owner:	Portfolio Board


Issue / Change identified
Change Identification Notice
Review to determine impact of change by SRO/PoMO/PM – decide if Change advisory board required
Decision to Proceed
No
Yes
Add to Risk Register / Issue / change log
Change advisory board – Monthly or ad hoc if required
Decision to Proceed
No
Yes
Yes – No Change Advisory Board Needed
Does the change require escalation?
No
Yes
Project Lead / Project Board to determine appropriate resolution
Review resolution with PSRO & PoMO - Include impact assessment of solution
Advise Portfolio Board et al
Implement Solution
Update risk register / issue log once resolved
Resolution meeting - Including supporting evidence
Can programme (Portfolio) Board approve proposed
Yes
No
Approval Thresholds for Programme (Portfolio) Board TBA if appropriate
Can Joint Committee approve proposed resolution?
Yes
No
Review and amend resolution as required
Advise W/UKG
Review and amend resolution as required
Escalate to Welsh and UK Government for approval to required resolution
Is Resolution Acceptable
No
Yes
Review and amend resolution and resubmit
Approve
Implement resolution
Update risk register / issue log once resolved
Rejected
Decision not to proceed – Urgent risk reduction meeting to assess impact of not supporting change