Tool 34: Checklist: Types of project modifications

Based on the information retrieved through the monitoring process (see Tool 32 (*How to keep the project implementation on track*)), deviations from the work plan might be identified, requiring modifications to the work plan.

* Points to be considered when modifying the work plan:
* Is the modification related to working methods or objectives and deliverables?
* The nature of the modification (activity, partnership etc.)
* Who is affected? (one partner, all partners)
* Does it affect the project budget?
* Does it affect the schedule?
* Is the delivery of some/all results or outputs at risk?
* Outline of alternative solutions and justification in terms of complying with the original work plan

This checklist provides users with an idea of what kind of modifications are possible and what to consider if they are actually necessary.

Please go through the list and put a cross in the relevant field (‘yes’, ‘no’) if you have considered the modification. Comments (e.g. reasons for non-consideration) can be entered separately.

|  |  |  |  |
| --- | --- | --- | --- |
| Modification type | Detailed information | To be considered | Comments |
| YES | NO |
| **Activity**  | * Usually accepted if main outcomes are unaffected
* Budget implications are considered
 |  |  |  |
| **Roles**  | * Balance in the redistribution of tasks within the partnership is considered
 |  |  |  |
| **Partnership**  | * Administrative implications are considered, i.e. who will provide the relevant financial contribution?
* Are any other organisations worth considering for a partnership?
 |  |  |  |
| **Outputs and results**  | * Modification of results entail modification of objectives
 |  |  |  |
| **Project schedule**  | * Project time extensions need to be based on evidence of delaying factors
 |  |  |  |
| **Budget**  | * Movement of money between budget lines, i.e. staff costs shifted to external experts
 |  |  |  |

Source: [1]

References

[1] INTERact. Project management handbook. n.d.

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