



PROFOUND IQ CONSULTING: PROJECT CHANGE REQUEST (PCR) FORM

When a client requests a task that is in the "Void" (Out-of-Scope), we don't say no—we provide this document. It shifts the conversation from "favors" to "value-based expansion."

[Insert Profound IQ Consulting Full Logo at Top Center]

DATE: [Insert Date] **PROJECT REF:** [e.g., 2026 Geography Performance Actualization]
PCR NUMBER: [e.g., PCR-001] **ORIGINAL LoP DATE:** [Insert Date of Signed Proposal]

I. DESCRIPTION OF CHANGE

Briefly describe the new request and why it falls outside the original "Box."

The client has requested the following additional deliverable/service:

- **Proposed Addition:** [e.g., One-on-one resume coaching for 10 select students.]
 - **Reason for Change:** [e.g., High-performing students require advanced tailoring for scholarship applications.]
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2. IMPACT ANALYSIS

*How does this affect our ability to **Actualize** the original plan?*

- **Timeline Impact:** [e.g., Extends project completion by 5 business days.]
 - **Resource Impact:** [e.g., Requires 8 additional hours from **Teresia**.]
 - **Operational Impact:** [e.g., Postpones the final Performance Data Audit by one week.]
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3. INVESTMENT ADJUSTMENT

The price of expanding the boundaries.

- **Original Project Investment:** [e.g., KES 150,000]
 - **Additional Investment for this PCR:** [e.g., KES 35,000]
 - **New Total Project Investment:** [e.g., KES 185,000]
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4. AUTHORIZATION TO PROCEED

By signing, the client acknowledges that the original LoP is now updated with these new geometric blocks.

Client Approval: _____ **Date:** _____

Profound IQ Lead: _____ **Date:** _____ (e.g., Julius / Sylvia)

Internal Team Note:

Once signed, **Patricia** or the Project Lead must update the Master Workstream folder to reflect the new deadline. **Do not begin work on the change until this form is returned and the additional deposit (if applicable) is confirmed.**