

Task	Responsibility and Information Flow	Notes
<p>The change management process includes the issuance of:</p> <ul style="list-style-type: none"> ▪ contemplated change notice (CCN) ▪ change orders (COs) ▪ change directive (CD) <p>Use a common format for change to the work documentation</p> <p>Note: These elements may be carried over if/ as a change that starts as an SI becomes a CCN/CO/CD:</p> <ul style="list-style-type: none"> ▪ Project identification for site office: name, address, telephone, e-mail ▪ Owner identification: name, address, telephone, e-mail ▪ Contractor identification for project manager: name, address, telephone, e-mail ▪ Architect identification for contract administration contact: name, address, telephone, e-mail ▪ Change numbering sequential by change type or sequential by project ▪ Date of issue ▪ Description of change type, i.e., definition of SI/CCN/CO/CD ▪ Location of change: building/floor/room/area, so that all parties may find it ▪ Description of change: in active imperative-like specifications: "delete this," "substitute that," etc. 	<p>Architect</p>	<p>Additional elements of a change to the work:</p> <ul style="list-style-type: none"> ▪ for CO: <ul style="list-style-type: none"> ▪ initial contract value; ▪ value of changes approved to date; ▪ changes to time of contract approved to date; ▪ value of this change; ▪ additional/reduced time of construction resulting from this change; ▪ summary of contract value and time after CO is approved; ▪ optional information for CO (for owner's benefit): <ul style="list-style-type: none"> ▪ numbering and valuation of already approved changes; ▪ numbering of pending changes not yet approved; ▪ value and time extensions of changes not yet approved; ▪ resulting potential total commitments by owner.
<p>Keep a log or list of all CCNs, COs and CDs</p>	<p>Architect and consultants</p>	
<p>Advise the client on the validity of claims for extras</p>	<p>Architect to consultants</p>	<p>It is useful to have a line item in the CCN/CO/CD called something like "reason," in which the originating consultant may briefly comment, such as "emergent site condition," "authority having jurisdiction interpretation," "change requested by owner," etc.</p>
<p>Process and coordinate changes to contract after consultation with the client</p>	<p>Architect to consultants; resubmitted to architect</p>	<p>It is important to fully explain the reasons for change to the client.</p>
<p>Copy appropriate authorities regarding changes to the work as applicable</p>	<p>Architect to regulatory authority</p>	<p>If the change or contemplated change involves changes that have planning or building permission implications, it is recommended that the AHJ be copied immediately; if not, the AHJ may be advised along with other project close-out documentation.</p>