

Task	Responsibility and Information Flow	Notes
Identify the need for a CD	Architect, owner and general contractor	
Prepare and issue change directives (CD) on behalf of the client, if the adjustments to the contract price and time have not yet been agreed upon	Architect	
Include documents such as drawings and specifications, including necessary information	Architect and general contractor	
Obtain client's signature/approval for CDs <i>before</i> issuing, as the CD is issued at the client's request	Architect to owner	
Issue CD to contractor and obtain their written confirmation of receipt	Architect and general contractor	
Copy CD to all consultants as there may be consequential impacts on their documents and services which may not have been identified earlier	Architect to consultants	
Monitor the contractor's implementation of the CD. As CDs are usually costed on a "time and materials" basis, it may be necessary to monitor these closely	Architect to general contractor	