

Task	Responsibility and Information Flow	Notes
<p><b>The change management process includes the issuance of:</b></p> <ul style="list-style-type: none"> <li>▪ contemplated change notice (CCN)</li> <li>▪ change orders (COs)</li> <li>▪ change directive (CD)</li> </ul> <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"> <li>▪ Project identification for site office: name, address, telephone, e-mail</li> <li>▪ Owner identification: name, address, telephone, e-mail</li> <li>▪ Contractor identification for project manager: name, address, telephone, e-mail</li> <li>▪ Architect identification for contract administration contact: name, address, telephone, e-mail</li> <li>▪ Change numbering sequential by change type or sequential by project</li> <li>▪ Date of issue</li> <li>▪ Description of change type, i.e., definition of SI/CCN/CO/CD</li> <li>▪ Location of change: building/floor/room/ area, so that all parties may find it</li> <li>▪ Description of change: in active imperative-like specifications: “delete this,” “substitute that,” etc.</li> </ul>	Architect	<p>Additional elements of a change to the work:</p> <ul style="list-style-type: none"> <li>▪ for CO: <ul style="list-style-type: none"> <li>▪ initial contract value;</li> <li>▪ value of changes approved to date;</li> <li>▪ changes to time of contract approved to date;</li> <li>▪ value of this change;</li> <li>▪ additional/reduced time of construction resulting from this change;</li> <li>▪ summary of contract value and time after CO is approved;</li> </ul> </li> <li>▪ optional information for CO (for owner’s benefit): <ul style="list-style-type: none"> <li>▪ numbering and valuation of already approved changes;</li> <li>▪ numbering of pending changes not yet approved;</li> <li>▪ value and time extensions of changes not yet approved;</li> <li>▪ resulting potential total commitments by owner.</li> </ul> </li> </ul>
<b>Keep a log or list of all CCNs, COs and CDs</b>	Architect and consultants	
<b>Advise the client on the validity of claims for extras</b>	Architect to consultants	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.
<b>Process and coordinate changes to contract after consultation with the client</b>	Architect to consultants; resubmitted to architect	It is important to fully explain the reasons for change to the client.
<b>Copy appropriate authorities regarding changes to the work as applicable</b>	Architect to regulatory authority	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.