

Task	Responsibility and Information Flow	Notes
Prepare and issue proposed change where there appears to be a valid contractor, client or consultant claim for a change to contract time and/or value	Architect	Clients and consultants may propose changes, including those that may result in contract time and/or value savings.
Issue the PC using the common structure described under "Changes to the Work"	Architect	
Review the contractor's submission as to contract changes in value and/or time	Architect to consultants	Circulate the submission to all consultants for information and for comment where their documents and services are affected
When agreement is reached regarding changes to contract value and/or time, prepare a change order (CO) as noted below	Architect	