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PROJECT DESIGN GUIDE D07 'CHANGE CONTROL PROCEDURE'

Project Name: <i>Name</i>	Project No.: <i>Number</i>	Date: <i>Date</i>
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1.0 Introduction

A Change is a deviation from the main contract design brief. Changes are only to be recognised as a variation once a client contract instruction (CI) has been received. All proposed changes need to be reviewed by Design Team (DT) and Contractor, a process to check that information conforms to requirements and standards, or better them, is costed, programme implications known and is buildable.

Proposals to investigate changes may need a client instruction to cover design costs as dictated by the main contract. All parties need to manage this process closely. Projects that are subject to numerous change requests, can create a serious commercial impact on DT and Contractor alike, whether or not instructed.

Any items raised by parties other than the client are to be 'floated' past the client by the Commercial Manager (CM) or the Project Leader (PL) at the client meeting for initial acceptance / rejection.

VE proposals, to become valid, will need to follow this procedure.

Note: Design Development is not to be confused with Design Change.

Refer to Flowchart 1 for clarity of process at the end of this Section.

2.0 Definitions

Changes can be any of the following:

- 'Request' for change;
- Changes in the technical specification, design standards or through design review;
- Change in statute law, etc;
- Circumstances encountered on site i.e. discovery.

3.0 Responsibilities

Change management requires a series of actions.

The **Project Leader (PL)** will be responsible for:

- Managing and Co-ordinating the Change Control process with the project team.

The **Client / Clients Agent** will be responsible for:

- Ensuring that all Variations are properly documented, and checking that no change is acted upon unless properly authorised through a Contract instruction;
- Administering the CI as required under the contract upon receipt of the relevant 'Stage 3' sign-off.

The **Commercial Manager (CM)** will be responsible for:

- Providing a unique CCF reference number;
- Preparing and maintaining schedules of requested and approved changes;
- Where possible, identify which budget, package or PC sum allowance the change will be funded from;
- Cost estimation, review and checking;
- Issuing instructions to the DT and sub-contractors.

The **Project Planner (PP)** will be responsible for:

Exploring programme implications;

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Advising on programme options / consequences.

The **Construction Manager** will be responsible for:

Reviewing buildability;
Reviewing logistics;
Reviewing phasing (project dependant).

The **Design Manager** and the **Lead Designer** in general will be responsible for:

- Evaluating conformance to brief or deviation;
- Technical evaluation;
- Co-ordination of design;
- Reviewing the integrated design programme;
- Appraisal of total design cost of change;
- Providing necessary information to the Contractors project team within defined times scale to enable risk minimised decisions to be made;
- Reviewing implications on, and the securing of all planning or other statutory approvals.

4.0 Procedure

STAGE 1

The initiation of change can be from several parties:

- By the Client requiring a change, deemed a 'Variation'.
- By the Consultant team / Designers who identify the need for, or request, an alternative design.
- By the Contractor who identifies the need for, or request, an alternative design.
- The Tenant identifies the need for or requests a change, deemed a 'Variation' through the client.
- In each case change is initiated by any of the above by completing STAGE 1 of the Change Control Form (CCF) form, allocating a tracking number.

The client is to instruct investigation into the proposed change.

STAGE 2

The client will review the 'need' and urgency of the change with a view to issuing a CI with immediate effect. In parallel the contractors project team in consultation with the Design Team will assess the proposal, all or part of the following shall be taken into account:

- Value enhancement for client and contractor;
- Conformance with brief or change to brief;
- Co-ordination;
- Requirement for statutory approvals;
- Requirement for approvals by other design standard bodies that form part of the contract;
- Cost implications i.e.;

 - Design fees.
 - Co-ordination and management fees.
 - Client/other costs.
 - Construction costs.
 - Contingence (10% allowance) tbc.

- Programme impact i.e.;

 - Design programme.
 - Total impact in working days.
 - in cost terms.

- Budget identification, where any cost implication will be funded from or added to, resulting from the change;
- Inclusion of supporting documentation as required to fully assess and explain the change, its effect upon cost or time and reasons why it is recommended for approval;

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- The determination of the technical details of the CCF, with reference back to drawings and specifications accordingly, and then circulate to the relevant parties;

STAGE 3

The Client will review and give direction as to the change requested.

The direction will be either:

- Accepted, the CCF will progress with the issue of a CI through the Employer's Agent.
- Rejected, and no further action will be taken.
- Or reviewed, the CCF will be modified back at STAGE 2 for re-presenting for approval.

The Employers Agent will issue a CI for the works to proceed in accord with the agreed change to the agreed costs.

STAGE 4

Once a CI has been received and validated by the CM the Contractor will implement the variation by:

- Instructing the site team and sub-contractors accordingly, i.e. to cease work that will be affected by the variation.
- Instruct the DT and SDP to incorporate the changes.
- Amend the contract programme.
- Update commercial records.

5.0 Commitment Control

(to be reworded by CM as required)

All commitments in the form of any firm costs for the Provisional Sums, their recommendation and approval will be by the Client and duly recorded within the CM's Monthly Cost Report.

The Cost Report will provide a summary report and these recommendations, including the placing of any order.

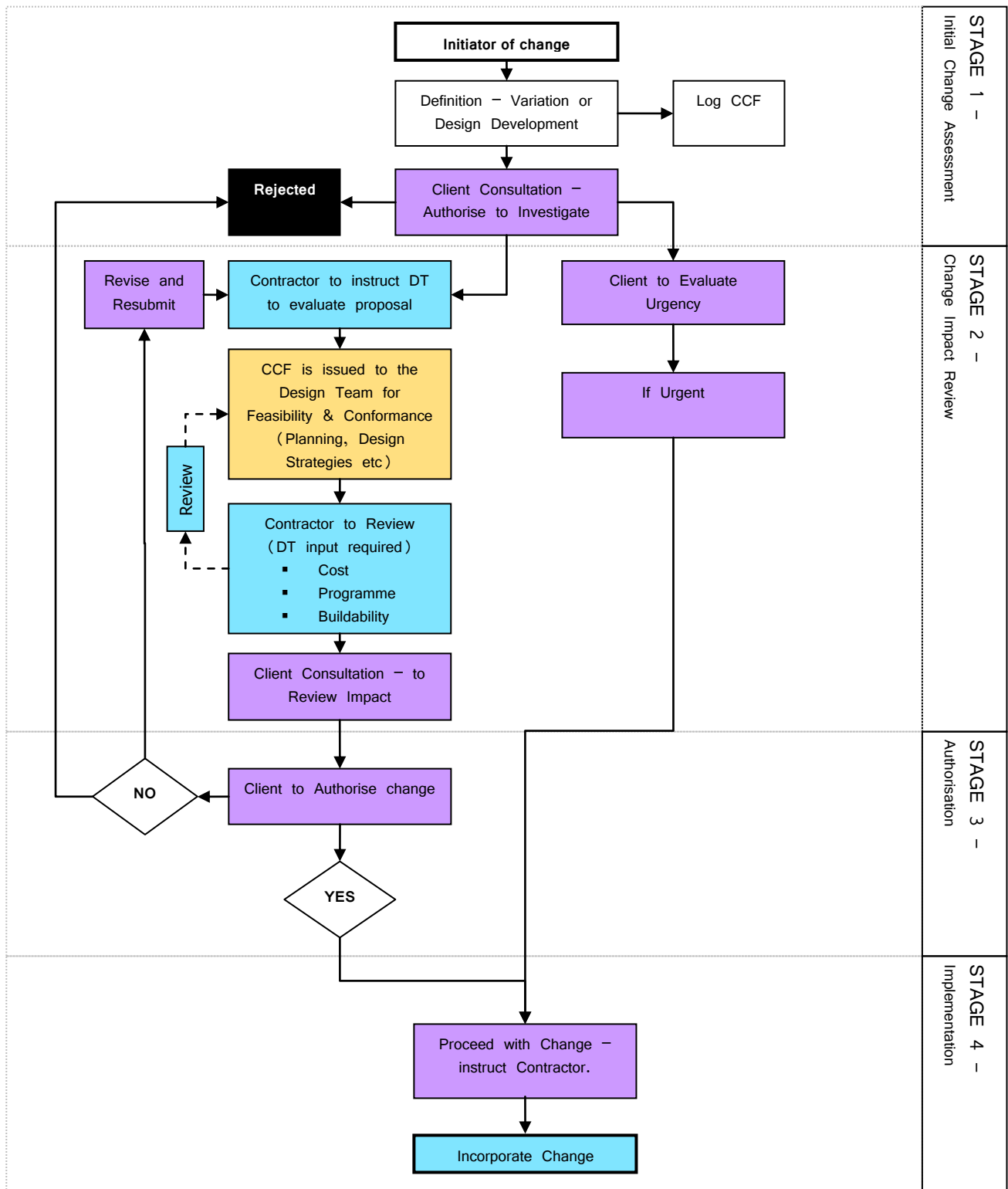
The report will show the amount of commitment compared to the approved budget for the work scope / PC Sum and explains the source or destination of funds resulting from the contract award.

6.0 Managing this document

This guide should not need amending once set up. The [Dashboard Tracker \(PDG D01\)](#) and/or [CM tracker](#) will require regular updates as CC items are approved. All Signed of CCF's are to be uploaded on the project information portal. It would be thorough to attached client CI's to the relevant CCF's.

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FLOW CHART FOR CHANGE CONTROL



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Appendix A – Change Control Sign off Form

	PROJECT DESIGN GUIDES	<h1 style="margin: 0;">CHANGE CONTROL (SIGN OFF) FORM</h1>
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Project Name:		STAGE 1		
Project No.:				
Item title:	Item ref no.:			
Submitted by:	Date:			
Submitted to:				
Item description: Reason – Value / cost –	Photo (if appropriate):			
Client instruction to INVESTIGATE change.				
YES	NO	Print name:	Date:	
		Signature:		
Client comment:			STAGE 2	
Commercial Managers instruction to DT to evaluate change.		Print name:		Date:
		Signature:		
Lead consultants confirmation that all design implications have been accounted for.		Print name:	Date:	
		Signature:		

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Design Managers confirmation that DT have undertake due diligence.	Print name: _____ Date: _____ Signature: _____		STAGE 3	
Construction Manages confirmation that all site based issues have been accounted for, as far as is reasonably possible.	Print name: _____ Date: _____ Signature: _____			
Project Planners Confirmation that all programme issues have been accounted for, as far as is reasonably possible.	Print name: _____ Date: _____ Signature: _____			
Commercial Managers confirmation that all commercial issues have been accounted for, as far as is reasonably possible.	Print name: _____ Date: _____ Signature: _____			
Combined project team comments: _____ _____				
Issued to client / meeting date with client	Print name: Commercial Manager Date: _____ Signature: _____			
Client has reviewed POTENTIAL change	Print name: _____ Date: _____ Signature: _____			
Client comments: _____ _____				
Approval status (highlight appropriate box)	<input type="checkbox"/> A	<input type="checkbox"/> B		<input type="checkbox"/> C
A - Approved / B - Approved with comments / C - to be resubmitted	Next review date: 00-00-2000			
Client authority to PROCEED with change	Print name: _____ Date: _____ Signature: _____			
Distribute to: _____		Date: _____		