

Document Control Center

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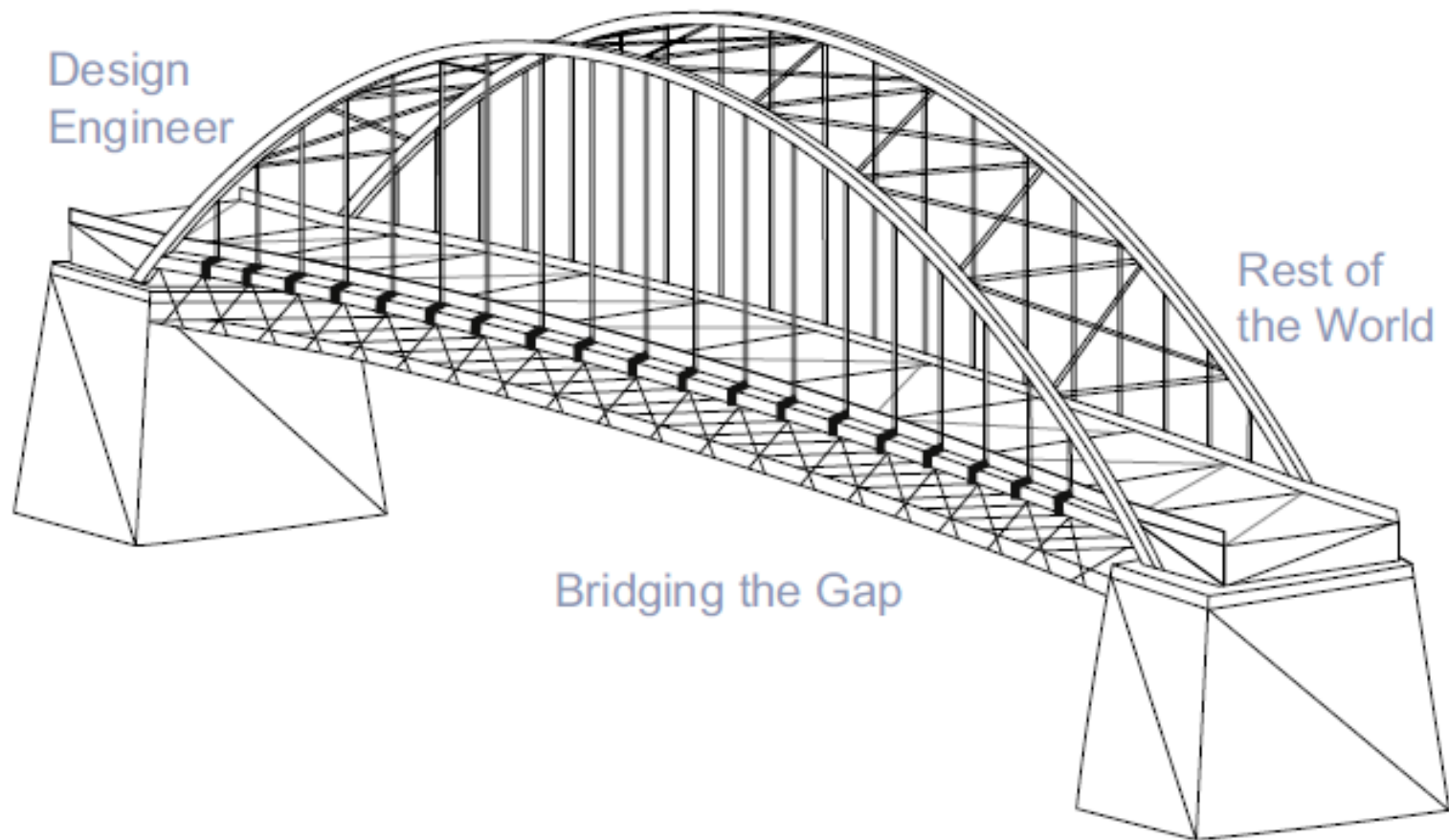


Third Session

- Project Configuration Management (PCM) is the collective body of processes, activities, tools, and methods used to manage certain items during the project life cycle.
- These items are normally referred to as Configuration Items (CIs).
- Objectives include:
 - Explaining the concepts and benefits of CM in the context of project management
 - Describing the types of processes used to apply CM as a project management tool
 - Presenting good practices in CM in the context of project management
 - Promoting a common lexicon for applying CM across projects.

WHAT IS CONFIGURATION MANAGEMENT

- Configuration Management is the communications bridge between design engineering and the rest of the world



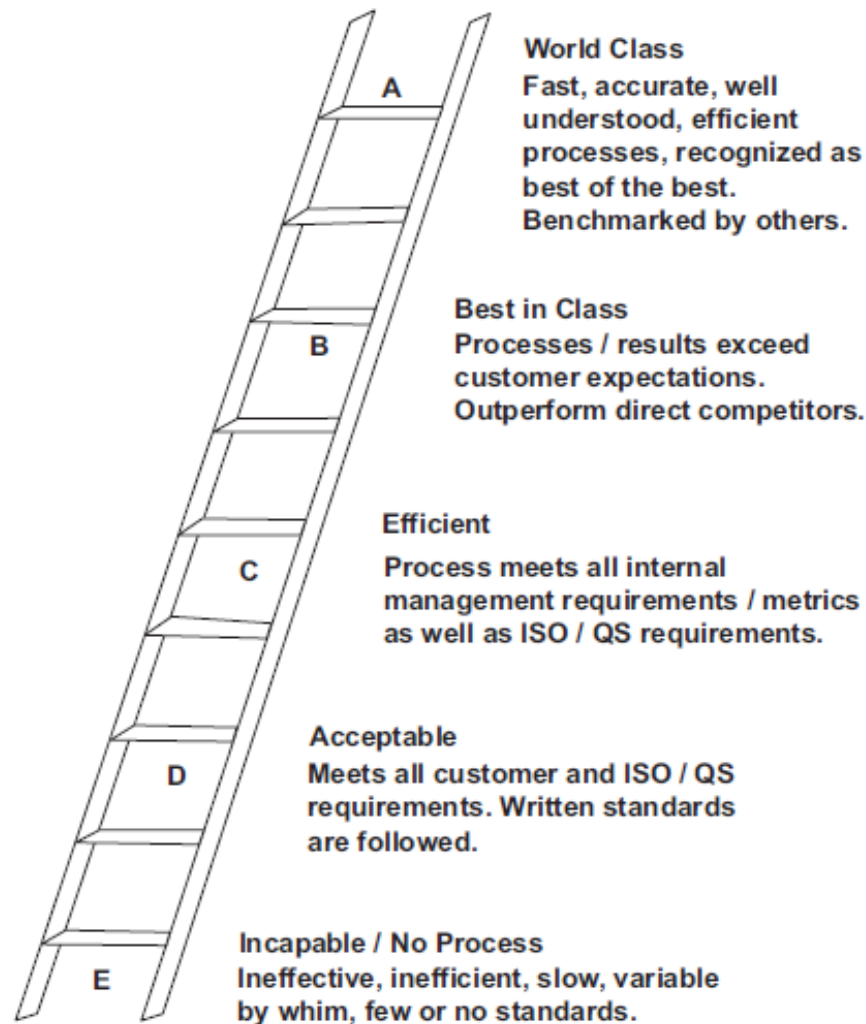
WHAT IS CONFIGURATION MANAGEMENT



- Communication may be the single most important function performed by the CM organization. Communications about the process and the documentation are critical to the product lifecycle profitability.
- Process measurement is a basic necessity to this communication. Design the control processes, document them, communicate them and measure them.

Definition: CM; A simple, make-sense, fast, accurate, efficient, measured, and well-understood process approach to planning, identifying, controlling, and tracking a product's configuration from its inception throughout its life with minimum cost.

Configuration management ladder



Relationship with Other Standards



- The PSPCM provides guidelines that are relevant to project managers and project teams on the requirements and responsibilities of a sound CM system for their project.
- The following are examples of existing configuration management standards:
 - ASME Y14.35M–1997 (R2003) Revision of Engineering Drawings and Associated Documents
 - EIA/IEEE 649 National Consensus Standard for Configuration Management
 - IEEE 1042-1987 (R1993) Guide to Software Configuration Management
 - ISO 10007 Quality management systems—Guidelines for configuration management

Why Apply PCM?



- Effective project management requires consistent and repeatable processes (or methodologies) to manage the constraints of scope, time, cost, and quality, and to ensure project success.
- The project management professional applies CM to actively support the project's direction and infrastructure.
- CM supports the following aspects of all configuration items (CIs) contained in any system:
 - Integrity;
 - Accountability;
 - Visibility;
 - Reproducibility;
 - Coordination;
 - Formal controllability; and
 - Traceability

Why Apply PCM?

- When PCM techniques are applied, many benefits are gained, including:
 - Maintaining the integrity of CIs;
 - Communication interfaces are clearer and contain applicable information;
 - Records are available to support project or customer auditing requirements;
 - Historical information regarding deliverable CIs can be utilized through the deliverable life;
 - Integration between planning, execution, and change control help keep requirements and the end results of the project synchronized; and
 - Ensuring only approved changes are incorporated into a revised configuration item.

Why Apply PCM?

Project Configuration Management

Failure Mode

Project deliverables and working papers fail to align, conflict with each other, impact/overlay each other, or are used inappropriately.

Effect

Project fails to meet requirements, commitments, or expectations of stakeholders.

Cause

Inconsistent or incorrect configuration management of project resources and work products.

Proposed Control

Develop and deploy a new configuration management standard that is suitable for the needs of the projects.

Areas of Concern

- Product domains within projects often have PCM for domain-specific items (e.g., software, engineering diagrams, formulas).
- Project managers need PCM for process specific items (e.g., plans, contracts, agreements, assignments, status reports, dashboards, scorecards).
- Cross discipline artifacts (i.e., those possibly thought of as either project management items *and* domain-specific items such as requirements) present special problems because they are possibly subject to PCM in *both* domain-specific and project methods.

Configuration Management Planning



- The tools (such as the project charter, project baseline, and project change control log) provide a basis for, and a record of, the project's performance in meeting the scope, time, cost, and quality.
- They identify and provide for impact assessment of changes to the planned scope, schedule, and budget as the project progresses. The tools promote communications to ensure that the project outcome meets stakeholders' needs.
- CM is a discipline that helps ensure that the post-project functionality is planned and documented.

Configuration Management Planning



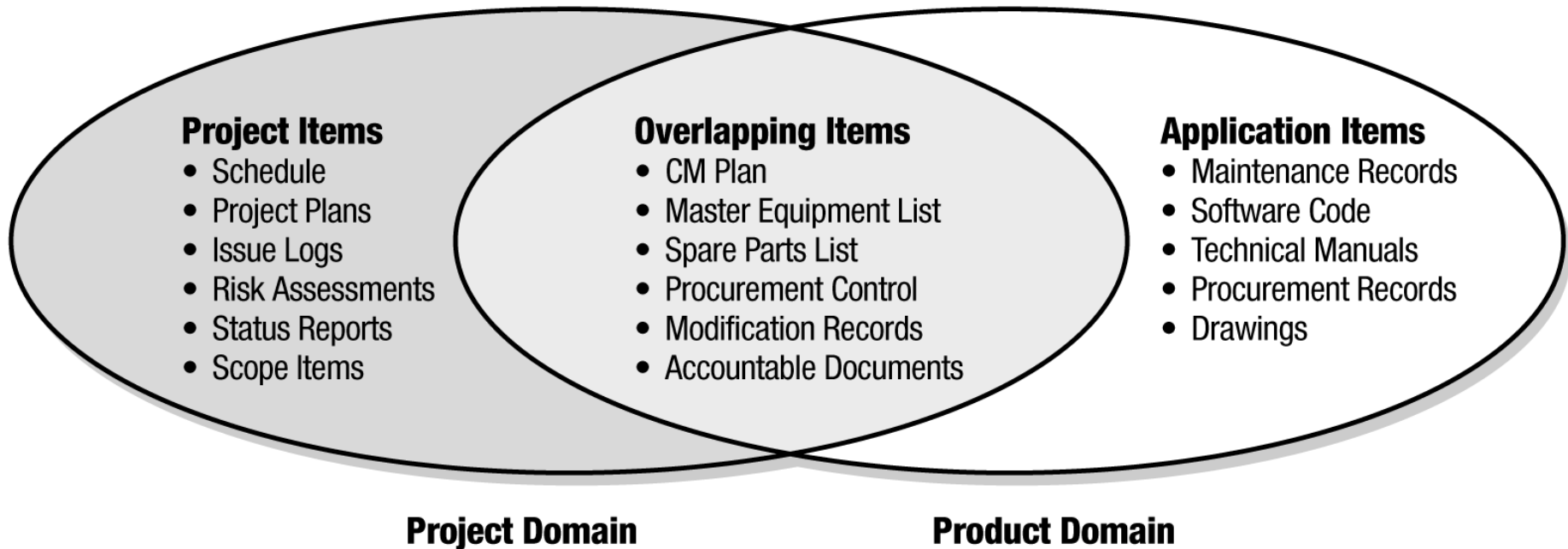
- A project is generally organized with a project sponsor acting as the single point-of-contact for the project's stakeholders. The project sponsor typically delegates requirements for the required level of CM to the project team through the project manager.
- The project manager is, therefore, responsible for coordinating the efforts of the project team to ensure that the project approach to CM is aligned with the requirements and expectations of the stakeholders.
- For small or simple projects where minimal coordination or planning is required, the project manager may also act as the configuration manager.
- On large or complex projects, a separate configuration manager may be appointed to interface between the project team and the individual application stakeholders.

Configuration Management Planning



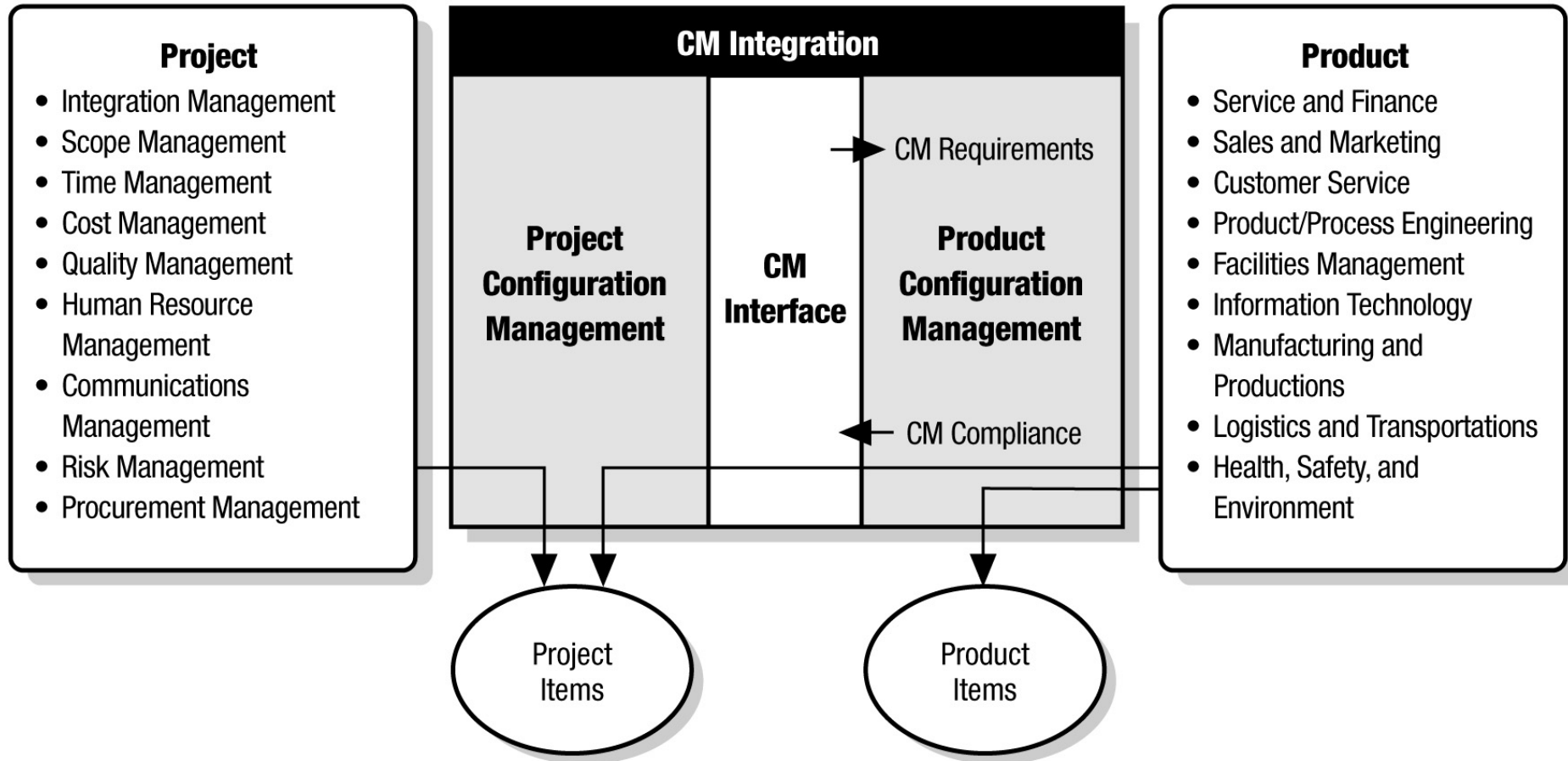
- At the project level, PCM issues are addressed in a PCM plan. The PCM plan could include:
 - Authorities, roles, responsibilities, and disciplines involved;
 - Identification of controlled items (i.e., configuration items (CI));
 - Configuration control processes and procedures;
 - Status accounting and metric definitions; and
 - List of PCM audits and procedures as well as their relationships to project schedules.

Overlap of Project and Product Domain Items

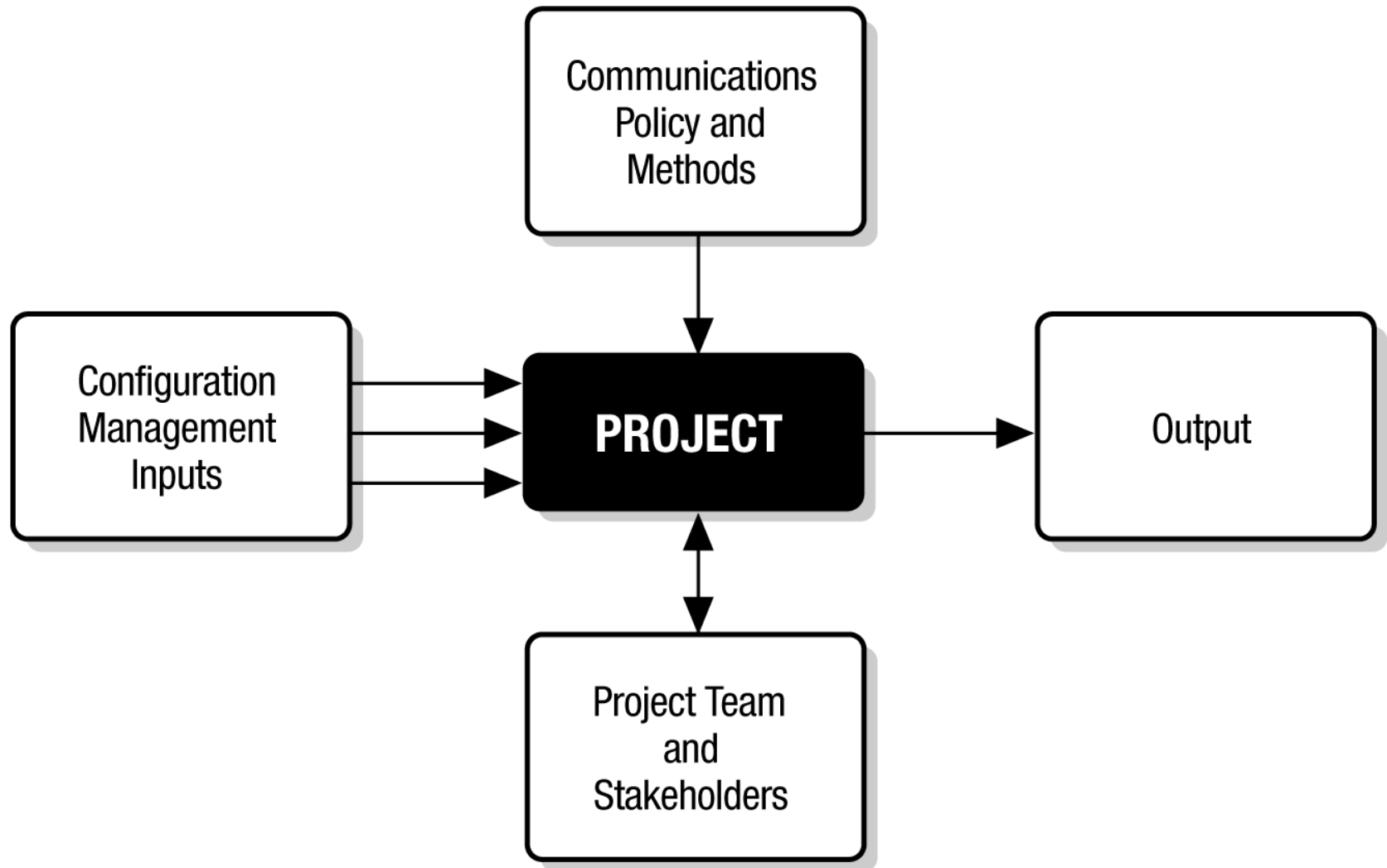


Configuration Management Planning

PCM and CM Interface

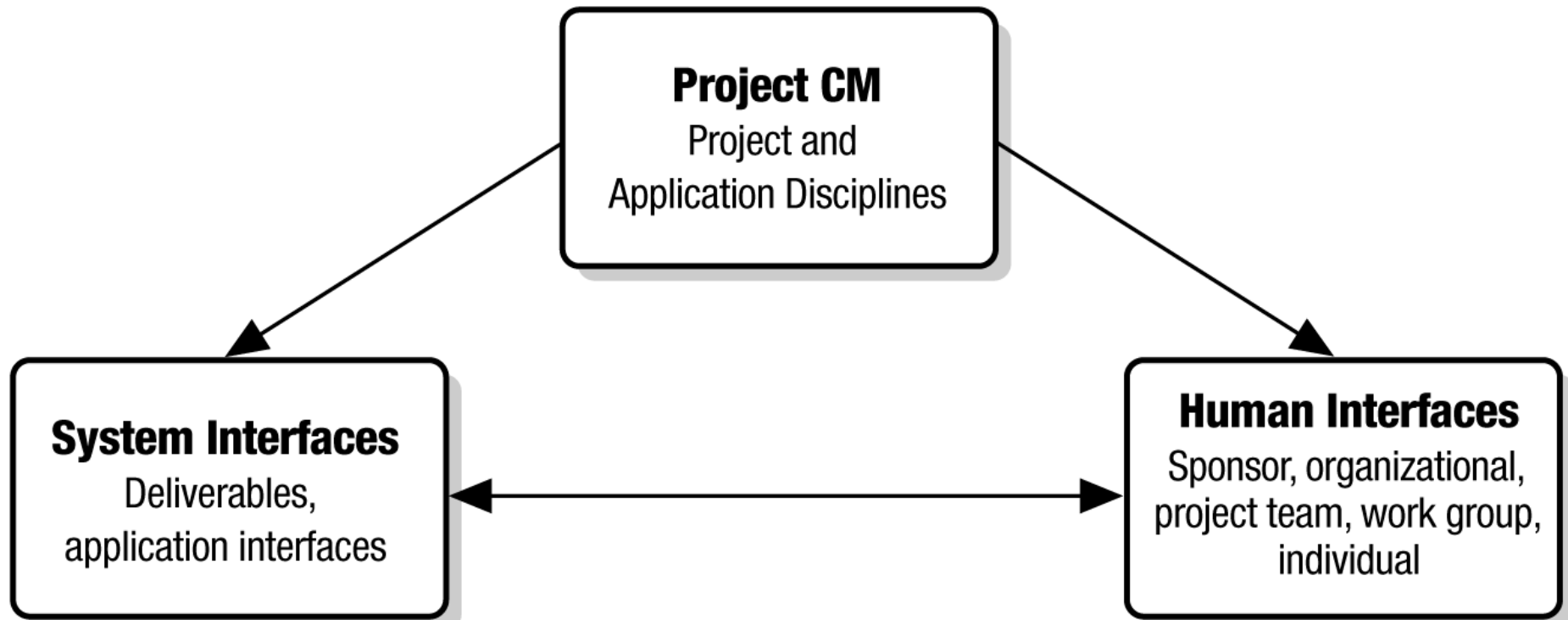


PCM Communications

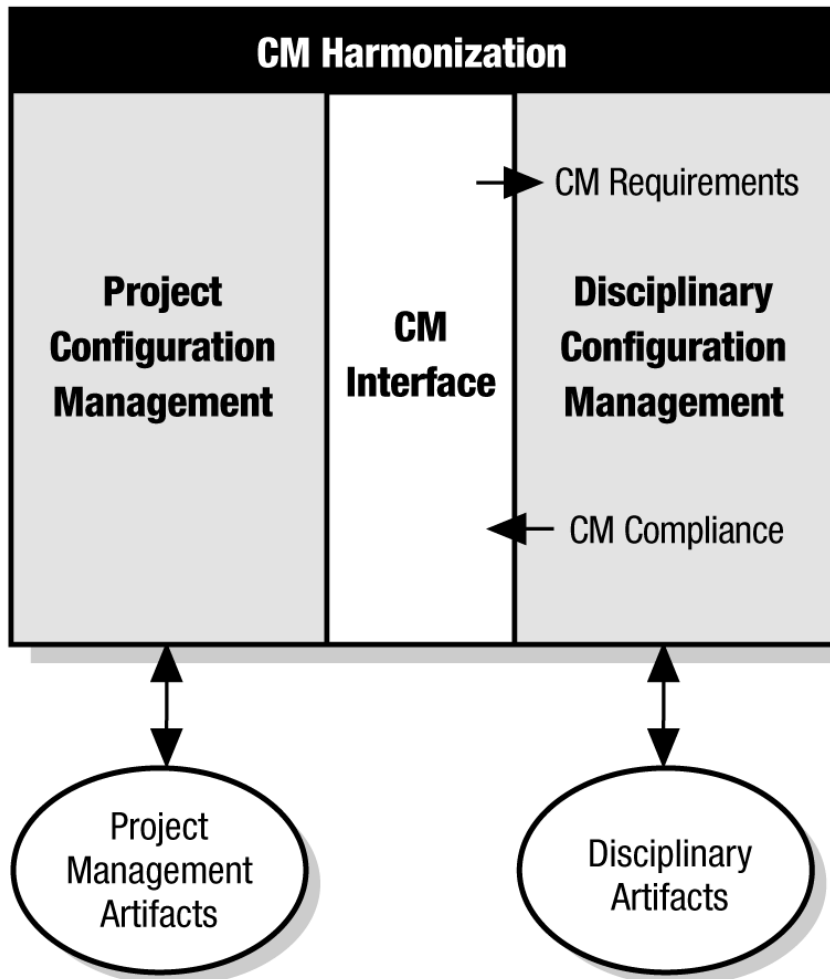


Configuration Management Planning

- System Interfaces
- Human interfaces



Configuration Management and PCM



CM Harmonization

Assures that the various CM disciplines in use on that project are properly aligned and that all the disciplinary CM controls are subordinated under project configuration management. Successful harmonization requires that every potential configuration item on a project be covered by one, and only one, configuration management procedure and that all CM procedures are properly synchronized and coordinated.

Project Configuration Management

Assures that all artifacts of a project are managed and controlled under CM, including those associated with any harmonized-integrated project disciplines.

CM Integration

Assures that all CM artifacts under disciplinary CM procedures are managed as configuration items under project configuration management. Specifically, project configuration management does CM of the disciplinary CM artifacts.

- Throughout the life of a project, information is needed to help direct and manage the project. Creating, modifying, and storing this information is an important part of the project.
- This Section describes what to identify on the project that may be placed under PCM control.
- This Section includes the following major sections:
 - Project Artifacts
 - Structure
 - Item Identification
 - Taxonomy Scheme

1. Project Artifacts

- From the very beginning of a project, documents and other artifacts are created that help manage the project and provide communications to the project team, stakeholders, management, and others.
- Some documents and other artifacts describe the project itself and its various characteristics.
- The following list has many examples of information that could be under the control of PCM:

Change information
Contracts
Cost artifacts
Invitation for bid
Metrics

Organizational breakdown
structure
Planning documents
Project management plan
Quality plan

Risk register
Schedule information
Statement of work
Work breakdown structure

2. Structure

- As with any important collection of information, a method of structuring project documents and artifacts under PCM is needed. The most basic structuring requirement is for a filing system that makes it possible to organize the information for efficient storage, retrieval, and use. It may also address other project needs, including:
 - **Information Format.**
 - **Rapid Access**
 - **Broad Availability**
 - **Secure Access**
 - **Information Recovery**
 - **Information Retention.**

3. Item Identification

- Configuration identification is an organized structure describing the composition of objects within a project. These objects are termed CIs. Standard baseline descriptions of the functional and physical attributes of these CIs are established to maintain control of changes occurring to existing items and new “end items” or deliverables within projects.
- Generally, the project processes result in establishing approved baselines and related descriptions in a timely manner. Any changes from the baselines are documented for their effect on unique items and are approved. The baselines reflect the differences from the “as planned” through to the “as released.”

3. Item Identification

- Identification of configuration items emphasizes the final deliverables of the project as well as significant events or effects, and presents both the manager and client or sponsor with recognizable points of achievement. Items selected from the project are at a level significant enough to maintain control and may consist of (1) physical items, (2) documents, (3) forms, and (4) records. These four categories can be subdivided by type and baseline.
 - Items that must meet legal requirements;
 - Items that must meet health and safety guidelines;
 - Items to be sent out to subcontractors;
 - Items that have an impact on processes or deliverables outside of the current project; and
 - Items that form a large component of the project's deliverable.

4. Taxonomy Scheme

- Formal review processes, status tracking, and management of changes require that information describing one CI be differentiated from information describing other CIs. In practice, projects have found that CIs must be uniquely identified for control, processing, and tracking. Unique identification can be accomplished by assigning serial numbers, non-significant numbers or any established and project-approved classification to each CI.
- Language usage within an identifier has been shown to reduce identification errors and to allow ease of use. Therefore, the trend is to use a mix of meaningful letters (e.g., denoting type of CI and numbers (such as date, version, etc). Some organizations have identifiers in place for use in all activities.
- The complexity and sophistication needed for a cataloging system reflects the project's size and relationships. The more complex the system is, the more time, resources, and budget should be assigned to the CI portion and taxonomy schemes.

4. Taxonomy Scheme

- Depending on the type of project and corporate policies, the following identifier types can be considered:
 - Intelligent identifier referencing specifics by including within the ID code;
 - Category of item (i.e., physical, document, form, record);
 - Hierarchical association to other items (blueprints, systems specifications); and
 - Version control (original, upgrade, complete change, subcontractor/manufacturer, plant location);
 - Date stamp;
 - Source of the item (project, subcontract, existing company item);
 - Format (if computer based, then word-processing software, version, and platform); and
 - Serialization or lot control.

Configuration Change Management



1. Overview

- The individual phases of the configuration change management process
 - **Baseline:** This is the latest baseline released by CM.
 - **Submit Change Request:** This step prepares the request, ensuring that adequate information is supplied to allow proper assessment of the impact of the change.
 - **Verify Change Request:** This step ensures that all the information needed to carry out an evaluation has been provided. It establishes relationships between the proposed changes and the items that will be impacted by the change.

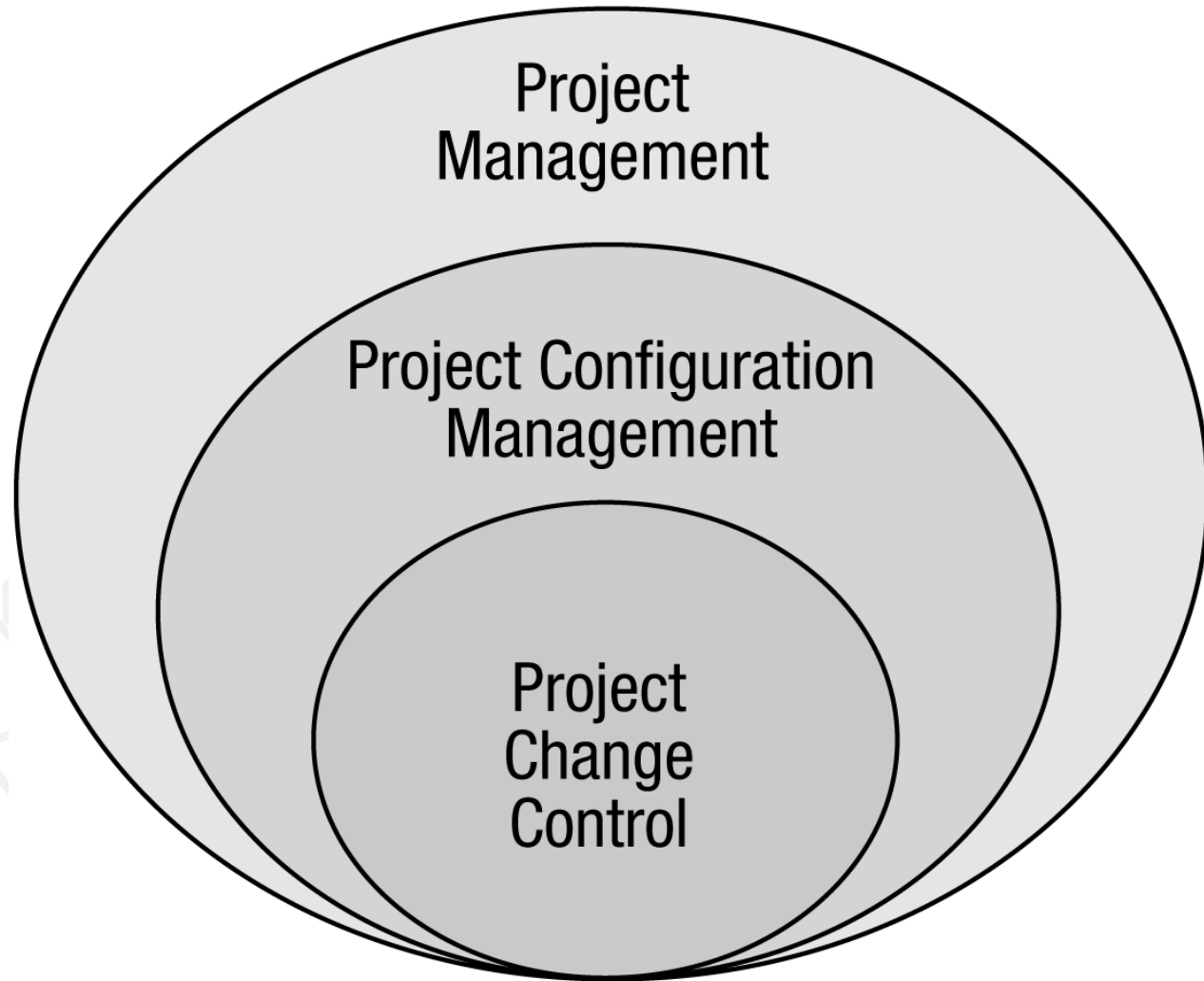
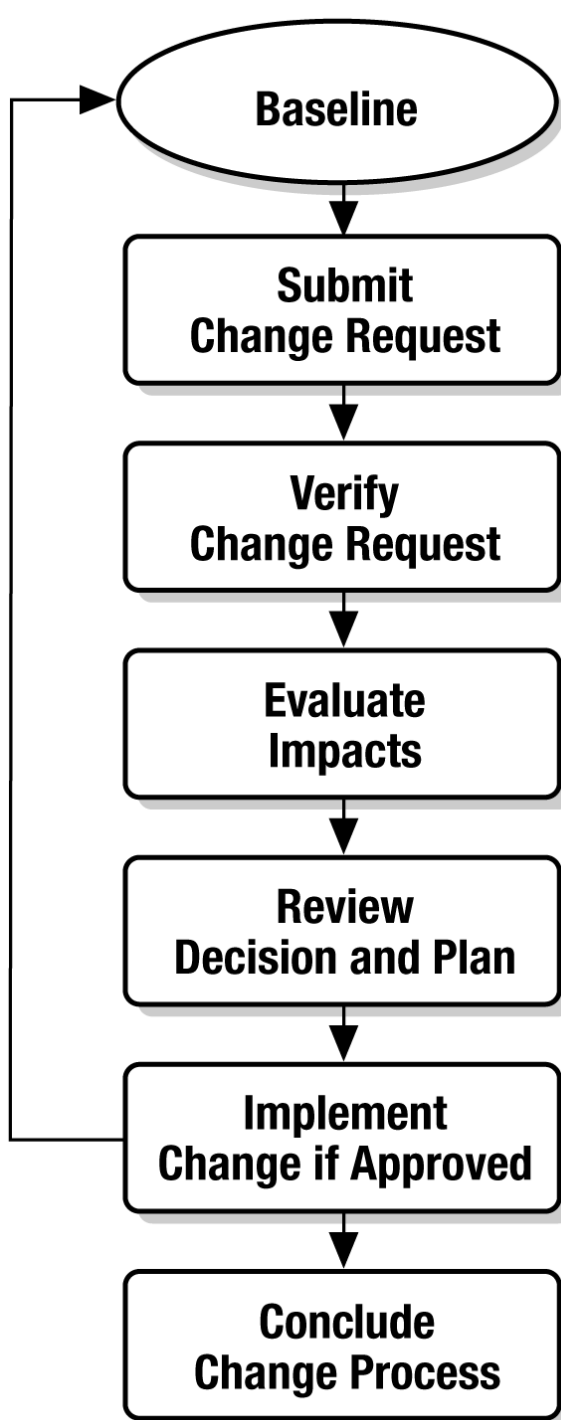
1. Overview

- **Evaluate Impacts:** This step evaluates the impact of the proposed change. Technical, cost, schedule, security, and contract impacts are all evaluated. Identifying the appropriate people to carry out the evaluation may be challenging. The need to ensure that all impacts are identified must be balanced with the need to executing the process efficiently by doing only the necessary evaluations.
- **Review Decision and Plan:** This step considers the proposed change in light of the evaluated impact. The authority required to approve a change will vary according to the type and status of items affected. A proposed change may, of course, be rejected. Items which actually need to be changed are confirmed and work packages are established and/or adjusted.

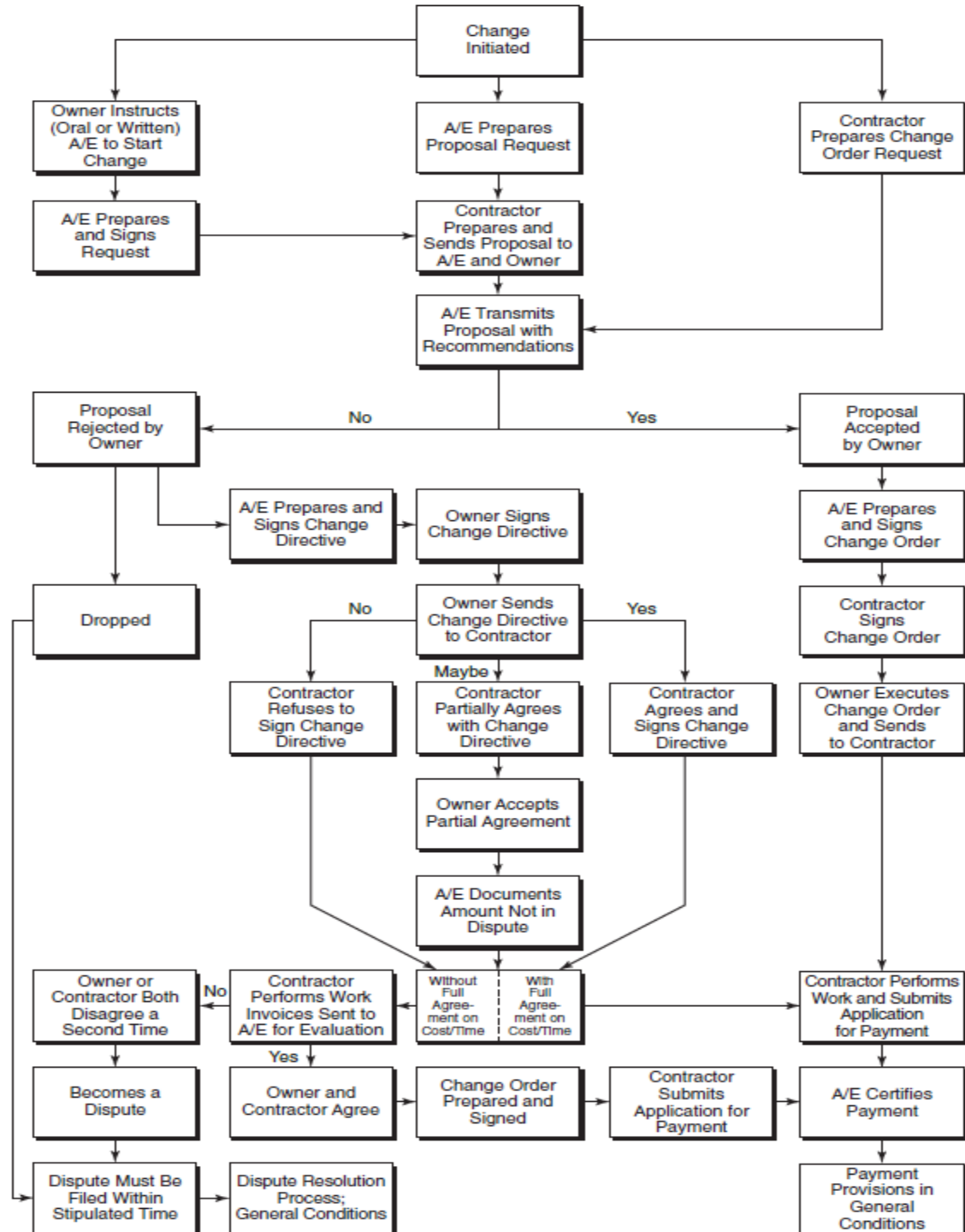
Configuration Change Management



- **Implement Change if Approved:** This step makes the change, tracks the progress, and reports status to the tracking system. Relationships between the change record and the item(s) actually affected by the change are established and updated.
- **Conclude Change Process:** This step ensures that the CCM process has been correctly followed and that there is appropriate evidence that changes have been satisfactorily implemented (typically a review process for documents, testing for code). Authority to conclude a change is the same as the authority to prove it. Status is reported to the tracking system.



Request for change orders – Change order request (COR)



- ❑ The acronym **RFI** is sometimes used to mean **request for information**.
 - ❖ RFIs asking for interpretation of an item in the contract documents, **may be initiated** by the **owner or by the contractor**.

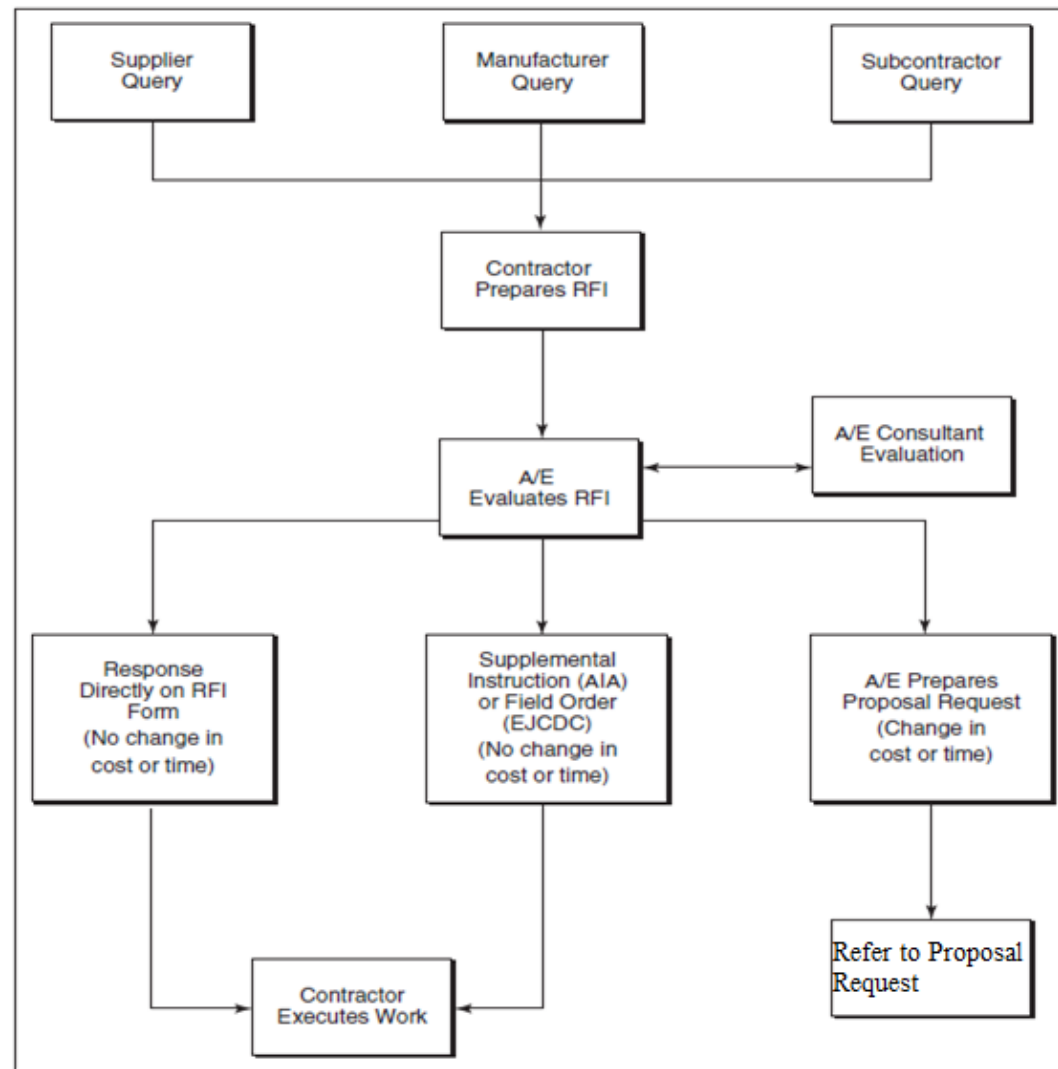
Request for interpretations

Procedures should be established among the parties to the contract for the management of RFIs.

Depending on the nature of the RFI, there are **several possible responses**.

The **reply** to the contractor could be:

1. Written directly on the RFI form as a **clarification**, or
2. **Minor change** in the work.
3. Revised drawings, revised specifications, or a **proposal request**.



Request for interpretations

REQUEST FOR INTERPRETATION

Project: _____ R.F.I. Number: _____

From: _____
To: _____ Date: _____

A/E Project Number: _____
Re: _____ Contract For: _____

Specification Section: Paragraph: Drawing Reference: Detail:

Request:

Signed by:

Date:

Response:

☐ Attachments

Response From: To: Date Rec'd: Date Ret'd:

Signed by: Date:

Copies: ☐ Owner ☐ Consultants ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ File

By: K.Kordani PMP,

❑ RFIs allow:

- ❖ The contractor or the owner to inquire about an item of work insufficiently described or detailed in the contract documents and to seek an interpretation.
- ❖ The A/E to respond with an interpretation or minor change that does not require a change to the contract sum or time. A clarification notice, similar to Figure 8.1, may be used for projects involving EJCDC documents.

❑ There are **several different types of documents** frequently associated with the **change order process**. These documents include:

1. **Design clarifications** **provided** by the **designer**

❖ e.g., “plan clarifications” or “supplemental instructions” or “minor changes”

2. **Request for change orders**

❖ e.g., “proposal request” and “change order request (COR)”

3. **Design revisions** **directed** by the **designer**

❖ e.g., “change directive” and “change order”

4. **Change Order Log** **provided** by the **designer**

5. **Change Order Status (COS)** **provided** by the **contractor** (**for** unresolved changes)

Design clarifications – Minor changes

Minor changes to the
project or clarifications
of the contract
documents are defined
as

instructions or
clarifications

not involving

adjustment of the
contract sum or time.

By: K.Kordani PMP,

Project: _____ Field Order Number: _____

From: _____
To: _____ Date: _____

A/E Project Number: _____
Re: _____ Contract For: _____

You are hereby directed to execute promptly this Field Order which interprets the Contract Documents or orders minor changes in the Work without change in Contract Sum or Contract Time.

If you consider that a change in Contract Sum or Contract Time is required, submit a Change Order Request to the A/E immediately and prior to proceeding with this Work.

Specification Section: Paragraph: Drawing Reference: Detail:

Description of Interpretation or Change:

☐ Attachments

Signed by: _____ Date: _____

Copies: ☐ Owner ☐ Consultants ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ File

Request for change orders – Proposal request



- ❑ A **proposal request** is a **written document**,
usually prepared by the **A/E**, that **describes** a **proposed change** to the project.
 - ❖ A **proposal request** is for **information only** and is **not an instruction** to
 1. Execute the proposed changes or
 2. Stop work in progress.

- ❑ The proposal request must include **enough detail** for the contractor to accurately estimate the **cost and time impact** of the proposed change on the project.
- ❑ The proposal request should state the **reasons** for the **proposed change**.
- ❑ This is not a change order or a directive to make changes to the project.
 - ❖ It is only a request for the contractor to **prepare** and submit a **written, Itemized** quotation of changes in the contract sum or time that **would result** from the proposed change
if accepted.

Request for change orders – Proposal request



AIA® Document G709™ – 2001

Work Changes Proposal Request

PROJECT: *(Name and address)*

PROPOSAL REQUEST NUMBER:

OWNER ☐

DATE OF ISSUANCE:

ARCHITECT ☐

CONTRACT FOR:

CONSULTANT ☐

OWNER: *(Name and address)*

CONTRACT DATE:

CONTRACTOR ☐

ARCHITECT'S PROJECT NUMBER:

FIELD ☐

OTHER ☐

FROM ARCHITECT: *(Name and address)*

TO CONTRACTOR: *(Name and address)*

Please submit an itemized proposal for changes in the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. Within () days, the Contractor must submit this proposal or notify the Architect, in writing, of the date on which proposal submission is anticipated.

THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.

DESCRIPTION: *(Insert a written description of the Work)*

ATTACHMENTS: *(List attached documents that support description)*

REQUESTED BY THE ARCHITECT:

(Signature)

(Printed name and title)

By: K.Kordani PMP, MSc

Request for change orders – Proposal request



AIA® Document G709™ – 2018

Proposal Request

PROJECT: *(name and address):*

CONTRACT INFORMATION:

Architect's Project number:

Contract For:

Proposal Request Number:

Date:

Proposal Request Date:

OWNER: *(name and address):*

ARCHITECT: *(name and address):*

CONTRACTOR: *(name and address):*

The Owner requests an itemized proposal for changes to the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. The Contractor shall submit this proposal within _____ () days or notify the Architect in writing of the anticipated date of submission.

(Insert a detailed description of the proposed modifications to the Contract Documents and, if applicable, attach or reference specific exhibits.)

THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE, OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.

REQUESTED BY THE ARCHITECT:

By: K.Kordani PMP, MSc

PRINTED NAME AND TITLE

Request for change orders – Change order request (COR)

CHANGE ORDER REQUEST (PROPOSAL)

Project: _____ Change Order Request Number: _____

From (Contractor): _____
To: _____ Date: _____

A/E Project Number: _____
Re: _____ Contract For: _____

This Change Order Request (C.O.R.) contains an itemized quotation for changes in the Contract Sum or Contract Time in response to proposed modifications to the Contract Documents based on Proposal Request No. _____.

Description of Proposed Change:

Attached supporting information from: ☐ Subcontractor ☐ Supplier ☐ _____ ☐ _____

Reason For Change:

Does Proposed Change involve a change in Contract Sum? ☐ No ☐ Yes [Increase] [Decrease] \$ _____
Does Proposed Change involve a change in Contract Time? ☐ No ☐ Yes [Increase] [Decrease] _____ days.

Attached pages: ☐ Proposal Worksheet Summary: _____
☐ Proposal Worksheet Detail(s): _____

Signed by:

Date:

By: K.Kordani PM

Request for change orders – Change order request (COR)



the Built Environment

PROPOSAL WORKSHEET SUMMARY

Project: _____ Change Order Request Number: _____

To: _____ From: _____

Re: _____ Date: _____

Proposal Request Number: _____ A/E Project Number: _____

Complete and attach Proposal Worksheet Detail for each element of Work. Enter Worksheet Information below.

ADDITIONS:

	Sheet	Description	Material	Labor	Subtotal
1					
2					
3					
4					
5					
6					
7					
Subtotal					

DEDUCTIONS:

	Sheet	Description	Material	Labor	Subtotal
1					
2					
3					
4					
5					
6					
7					
Subtotal					

Subcontractor's Net: _____

Subcontractor's OH&P: _____

Subcontractor's Bond: _____

Subcontractor's Total: \$ -

Contractor's OH&P: _____

By: K.Kordani PM

Request for change orders – Change order request (COR)



Knowledge for Creating
and Sustaining
the Built Environment

PROPOSAL WORKSHEET DETAIL

Project: _____

Change Order Request Number: _____

To: _____

From: _____

Contact: _____

Re: _____

Date: _____

Proposal Request Number: _____

A/E Project Number: _____

SHADED AREAS FOR A/E USE

ADDITIONS

	Ref. No.	Item Description	Quantity		UNIT PRICES		SUBTOTALS		TOTAL	
					Materials	Labor	Materials	Labor		
1										
2										
3										
4										
Subtotal (Enter this number on Worksheet Summary.)										

DEDUCTIONS

	Ref. No.	Item Description	Quantity		UNIT PRICES		SUBTOTALS		TOTAL	
					Materials	Labor	Materials	Labor		
1										
2										
3										
4										
Subtotal (Enter this number on Worksheet Summary.)										

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Form Version: July 1994

By: K.Kordani PMP, MSc

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By: K.Kordani PMP, MSc

[illegible]

Design revisions – Change order

AIA® Document G701™ – 2017

Change Order

PROJECT: (name and address)

CONTRACT INFORMATION:

Contract For:

Date:

CHANGE ORDER INFORMATION:

Change Order Number:

Date:

OWNER: (name and address)

ARCHITECT: (name and address)

CONTRACTOR: (name and address)

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

The original (Contract Sum) (Guaranteed Maximum Price) was \$ _____

The net change by previously authorized Change Orders \$ _____

The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was \$ _____

The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order in the amount of \$ _____

The new (Contract Sum) (Guaranteed Maximum Price), including this Change Order, will be \$ _____

The Contract Time will be (increased) (decreased) (unchanged) by () days.

The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT (Firm name)

CONTRACTOR (Firm name)

OWNER (Firm name)

SIGNATURE

SIGNATURE

SIGNATURE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

DATE

DATE

DATE

By: K.Kordani PMP, MSc

Design revisions – Change directive

Construction Change Directive

PROJECT: (name and address)

CONTRACT INFORMATION:

Contract For:

Date:

CCD INFORMATION:

Directive Number:

Date:

OWNER: (name and address)

ARCHITECT: (name and address)

CONTRACTOR: (name and address)

The Contractor is hereby directed to make the following change(s) in this Contract:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits.)

PROPOSED ADJUSTMENTS

1. The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price:

- ☐ Lump Sum (increase) (decrease) of \$
- ☐ Unit Price of \$ per
- ☐ Cost, as defined below, plus the following fee:
(Insert a definition of, or method for determining, cost)
- ☐ As follows:

2. The Contract Time is proposed to (be adjusted) (remain unchanged). The proposed adjustment, if any, is (an increase of days) (a decrease of days).

NOTE: The Owner, Architect and Contractor should execute a Change Order to supersede this Construction Change Directive to the extent they agree upon adjustments to the Contract Sum, Contract Time, or Guaranteed Maximum price for the change(s) described herein.

When signed by the Owner and Architect and received by the Contractor, this document becomes effective IMMEDIATELY as a Construction Change Directive (CCD), and the Contractor shall proceed with the change(s) described above.

Contractor signature indicates agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this CCD.

ARCHITECT (Firm name)

OWNER (Firm name)

CONTRACTOR (Firm name)

SIGNATURE

SIGNATURE

SIGNATURE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

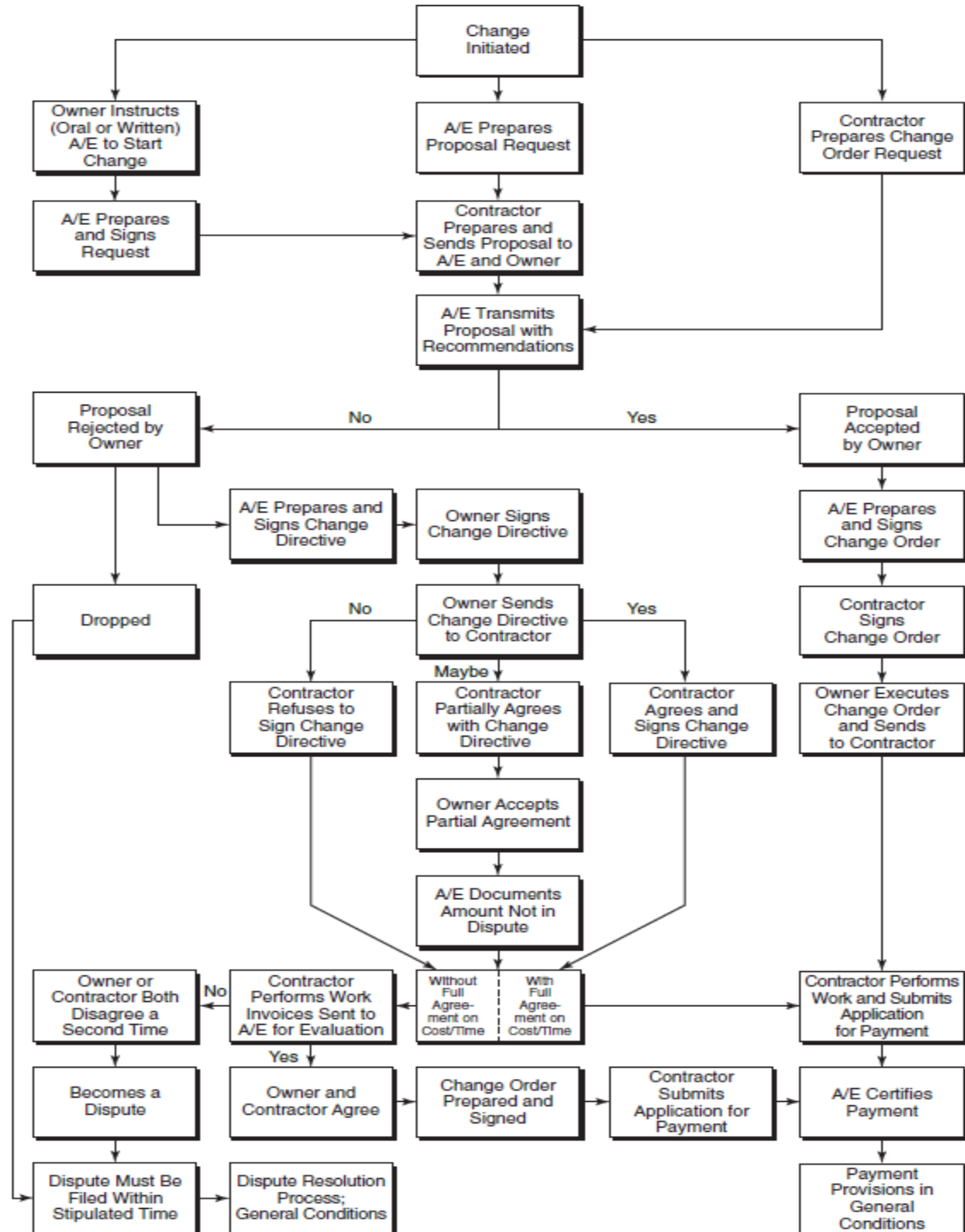
PRINTED NAME AND TITLE

DATE

DATE

DATE

Request for change orders – Change order request (COR)



PROJECT NAME			
LOCATION OF WORK			
CONTRACT NO.		CHANGE ORDER NO.	
REQUESTING PARTY		DATE OF REQUEST	
PROJECT MANAGER		CONTRACTOR	
OWNER		ENGINEER	

CHANGE OVERVIEW

DRAWING / DESCRIPTION OF CHANGE	<i>List and attach any pertinent documentation.</i>
REASON FOR CHANGE	
ACTIONS REQUESTED	
SUPPORT AND JUSTIFICATION DOCUMENTS	<i>List all attached documents which support the requested change, and justify any increased cost and time.</i>
PRELIMINARY ENGINEERING	
CONSTRUCTION ENGINEERING	
SUMMARY OF ASSUMPTIONS AND RISKS	
ITEMS IMPACTED	

Instruction



CHANGE IN CONTRACT PRICE

ORIGINAL PRICE	
NET CHANGES OF PREVIOUS CHANGE ORDERS	
NET INCREASE / DECREASE	
TOTAL CONTRACT PRICE WITH APPROVED CHANGES	

CHANGE IN CONTRACT TIMES

ORIGINAL TIMES	
NET CHANGES OF PREVIOUS CHANGE ORDERS IN DAYS	
NET INCREASE / DECREASE	
TOTAL CONTRACT TIME WITH APPROVED CHANGES	

ITEMIZED BREAKDOWN OF WORK

	NO. OF HRS	RATE	AMOUNT
CONSTRUCTION			
DESIGN ALLOCATION			
OTHER			
TOTAL			
TAX			
GRAND TOTAL			

RECOMMENDED BY ENGINEER OF RECORD		APPROVED BY OWNER	
DATE		DATE	
ACCEPTED BY CONTRACTOR		REVIEWED BY FUNDER	
DATE		DATE	

PROJECT CHANGE ORDER REQUEST FORM

PROJECT NAME			
LOCATION OF WORK			
CONTRACT NO.		CHANGE ORDER NO.	
REQUESTING PARTY		DATE OF REQUEST	
PROJECT MANAGER		CONTRACTOR	
OWNER		ENGINEER	

PROJECT DETAILS

--

PROJECT CHANGE REQUEST DESCRIPTION

DESCRIPTION OF CHANGES NEEDED	
REASON FOR CHANGE	
SUPPORT & JUSTIFICATION DOCUMENTS	<i>List all attached documents which support the requested change and justify any increased cost and time.</i>
SPECIFICATIONS	
IMPACT OF CHANGE	
RISK MANAGEMENT	

Instruction



ذکر مطالب فوق تنها در صورت ذکر منبع بلامانع است.

PROJECT NAME	
LOCATION OF WORK	
CONTRACT NO.	CHANGE ORDER NO.

Construction



CHANGE IN CONTRACT PRICE		CHANGE IN CONTRACT TIMES	
ORIGINAL PRICE		ORIGINAL TIMES	
NET CHANGES OF PREVIOUS CHANGE ORDERS		NET CHANGES OF PREVIOUS CHANGE ORDERS IN DAYS	
NET INCREASE / DECREASE		NET INCREASE / DECREASE	
TOTAL CONTRACT PRICE WITH APPROVED CHANGES		TOTAL CONTRACT TIME WITH APPROVED CHANGES	

CHANGE REQUEST PRIORITY LEVEL	PRIORITY LEVEL JUSTIFICATION

PROJECT CHANGE ORDER DISCUSSION DOCUMENTATION CHANGE HAS BEEN DISCUSSED WITH:

NAME & TITLE	NAME & TITLE	DATE
By		
By		
By		
By		
By		
By		

RECOMMENDED BY ENGINEER		APPROVED BY OWNER	
DATE		DATE	
ACCEPTED BY CONTRACTOR		REVIEWED BY FUNDER	
DATE		DATE	

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CONTRACT CHANGE ORDER

PROJECT NAME			
LOCATION OF WORK			
CONTRACT NO.		CHANGE ORDER NO.	
REQUESTING PARTY		DATE OF REQUEST	
PROJECT MANAGER		CONTRACTOR	
OWNER		ENGINEER	

CONTRACTOR IS DIRECTED TO COMPLETE THE FOLLOWING CHANGES IN CONTRACT DOCUMENTS

DESCRIPTION OF CHANGES NEEDED	
REASON FOR CHANGE	
SUPPORT & JUSTIFICATION DOCUMENTS	List all attached documents which support the requested change, and justify any increased cost and time.
SPECIFICATIONS	

CHANGE IN CONTRACT PRICE

ORIGINAL PRICE	
NET CHANGES OF PREVIOUS CHANGE ORDERS	
NET INCREASE / DECREASE	
TOTAL CONTRACT PRICE WITH APPROVED CHANGES	

CHANGE IN CONTRACT TIMES

ORIGINAL TIMES	
NET CHANGES OF PREVIOUS CHANGE ORDERS IN DAYS	
NET INCREASE / DECREASE	
TOTAL CONTRACT TIME WITH APPROVED CHANGES	

RECOMMENDED BY ENGINEER OF RECORD		APPROVED BY OWNER	
DATE		DATE	
ACCEPTED BY CONTRACTOR		REVIEWED BY FUNDER	
DATE		DATE	

Construction



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PROJECT NAME			
LOCATION OF WORK			
CONTRACT NO.		CHANGE ORDER NO.	

Instruction



ITEMIZED BREAKDOWN OF WORK

ITEM NAME	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
			TOTAL	

CONTRACTOR SIGNATURE		PROJECT MANAGER SIGNATURE	
DATE		DATE	

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CONSTRUCTION CHANGE ORDER



PROJECT NAME			
LOCATION OF WORK			
PROJECT MANAGER		CLIENT	
REQUESTING PARTY		DATE OF REQUEST	

CHANGE REQUEST OVERVIEW

DESCRIPTION OF CHANGES NEEDED	
REASON FOR CHANGE	
SUPPORT & JUSTIFICATION DOCUMENTS	<i>List all attached documents which support the requested change, and justify any increased cost and time.</i>
SPECIFICATIONS	
ADDITIONAL INFORMATION	

CHANGE IN CONTRACT PRICE

ORIGINAL PRICE	
NET CHANGES OF PREVIOUS CHANGE ORDERS	
NET INCREASE / DECREASE	
TOTAL CONTRACT PRICE WITH APPROVED CHANGES	

CHANGE IN CONTRACT TIMES

ORIGINAL TIMES	
NET CHANGES OF PREVIOUS CHANGE ORDERS IN DAYS	
NET INCREASE / DECREASE	
TOTAL CONTRACT TIME WITH APPROVED CHANGES	

ACCEPTED BY SIGNATURE	
NAME & TITLE	
DATE	

APPROVED BY SIGNATURE	
NAME & TITLE	
DATE	

By: K.Korda

ذکر مطالب فوق تنها در صورت