![Washington State Department of Transportation]

Contract Change Management

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1. Scope

This process applies to the adjustment of construction contracts with the Project Management and Reporting System (PMRS). This process is a complement to the Contract Change Management Process Map.

2. Purpose

This document establishes a WSDOT standard methodology for managing changes to construction contracts in the Project Management and Reporting System (PMRS).

3. Roles and Responsibilities

The identified roles are provided as a guide to assigning the tasks included in the PMRS processes. Each region has the flexibility to delegate the role of Project Manager (and other functions) to the appropriate functional level to meet project and the project office needs and to accommodate current and planned organizational structures.

3.1 Project Engineer/Project Manager (PE/PM)
- Initiate the Contract Change Process as required by the Construction Manual and the contract specifications.

3.2 Team Lead/Project Control Specialist
- Execute contract changes as required by the Construction Manual and the contract specifications.
- Populate Primavera Contract Manager with contract change information from CCIS

3.3 Contractor
- Initiate the Contract Change Process as required by the Construction Manual and the contract specifications

4. Contract Change Management Process Steps

The following process steps are taken from the Contract Change Management Process Map. The sub-numbers listed below correspond to the numbered activity on the process map. For example, item 4.1 corresponds to activity 1 of the process map.

4.1   Contract Change Process:

Project Engineer/Manager and Contractor:

- Execute construction contract changes as required by the Construction Manual and the contract specifications.

4.2   Executed Change Orders Entered into CCIS

Team Lead/Project Control Specialist:

- Enter executed change order information into CCIS.
- Populate Primavera Contract Manager with contract change information from CCIS.

4.3   PMRS is populated from CCIS

- This is an automated download

5. Term

This standard is effective immediately upon signature and continues in force until modified in writing by the Chief Engineer, or his/her designee.

6. Exemptions

Variance from this process requires approval of the Chief Engineer, or his/her designee.

7. References

7.1   Executive Order Number: E 1032.01 – Project Management, July 1, 2008

7.2   Executive Order Number: E 1042.00 – Project Management and Reporting System, July 1, 2008

7.3   Project Management Web Portal: copies of all PMRS policies, processes, procedures and guidance documents are available here: http://wwwi.wsdot.wa.gov/Projects/PMRS

7.4   Contract Change Management Process Map

7.5   WSDOT Construction Manual, M 41-01