

Internal Scope of Work Agreement Change Management

Effective Date: January 19, 2010

Status: Revision 1

Supersedes: NA

Document Owner: Chief Engineer

1. Scope

This process applies to revisions to Internal Scope of Work (SOW) Agreements with specialty groups during the preconstruction and construction phases. This process is a complement to the Internal Scope of Work Agreement Change Management Process Map CA4. Refer to the Consultant Services Procedures Manual M27-50 for changes to Consultant agreements.

2. Purpose

This document establishes a WSDOT standard methodology for managing changes to Internal Scope of Work (SOW) Agreements with specialty groups during the preconstruction and construction phases.

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 project office needs and to accommodate current and planned organizational structures.

3.1 Project Engineer/Project Manager

- Review, approve or reject proposed agreement changes as necessary.

3.2 Regional Management

- Review, approve or reject proposed agreement changes as necessary for impacts to Project Development, Operations, Program Management and Construction.

3.3 Specialty Groups

- Develop and submit proposed changes to the Project Engineer/Project Manager for review, negotiation and disposition as necessary.

4. Agreement Change Management Process Steps

The following process steps are taken from the Internal SOW Agreement Change Management Process Map CA4. 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 **Identify Issue or Proposed Change**
Project Engineer/Project Manager, Specialty Group or Consultant:
 - Identify issue or proposed change and the impact to the project scope, schedule or budget.

- 4.2 **Submit Issue or Proposed Change Documents**
Specialty Group:
 - Submit proposed change documents to the PE/PM.
 - Include detailed estimate of change and impact to scope, schedule and/or budget.

- 4.3 **Log Issues**
Project Engineer/Project Manager:
 - Log in proposed change documents.
 - Document issues and associated risks in accordance with the Project Management Plan (PMP).

- 4.4 **Review Proposed Change and Determine Merits**
Project Engineer/Project Manager:
 - Determine merits for proposed change.

- 4.5 **Does Proposed Change have Merit?**
Project Engineer/Project Manager:
 - If change has merit forward for approval per defined approval thresholds.
 - If change does not have merit, reject proposed change and notify Specialty Group.

- 4.6 **Evaluate Change Impacts**
Project Engineer/Project Manager:
 - Evaluate the potential impact of this proposed change to other projects or Specialty Groups.
 - Change management is negotiated with the affected parties to ensure the changes are realistic and achievable.

- 4.7 **Can PE/PM Approve Change?**
Project Engineer/Project Manager:
 - Determine if Project Engineer/Project Manager can approve change based upon established approval thresholds.

- 4.8 **Approve Change**
Project Engineer/Project Manager:
 - Approve change if allowed by established approval thresholds.

- 4.9 **Log Approval of Change**
Project Engineer/Project Manager:
 - PE/PM documents approved change.
 - Log approval of change.
 - Document decision and notifies project team and specialty groups per communications plan and Internal Scope of Work Agreement.

- 4.10 **Receive Approved Change**
Specialty Group:
 - Receive approved change.
 - Incorporate change per agreement requirements.

- 4.11 **Recommend Proposed Change**
Project Engineer/Project Manager:
 - Recommend proposed change for Regional Management approval if change has merit but is beyond Project Engineer/Project Manager approval threshold.

- 4.12 **Recommend Approval of Proposed Change?**
Regional Management:
 - Review recommended proposed change and recommend approval or rejection.

- 4.13 **Initiate Formal Change Management Process**
Regional Management:
 - Determine appropriate thresholds and initiate formal change management processes as required in coordination with the Project Engineer/Project Manager
 - See the Project Control and Reporting Manual M 3026.02. (This manual is under revision and will be renamed the Capital Program Development and Management (CPDM) Manual.

- 4.14 **Process Rejected Change Proposal**
Project Engineer/Project Manager:
 - Document reason for rejection.

- 4.15 **Reject Proposed Change**
Project Engineer/Project Manager:
 - Reject change.
 - Respond to Specialty Group with reason for rejection.

- 4.16 **Notify Specialty Group of Change Rejection**
Project Engineer/Project Manager:
 - Notify Specialty Group of reason for change rejection.

4.17 Review Rejection of Proposed Change

Specialty Group:

- Review rejection of proposed change.

4.18 Revise and Resubmit?

Specialty Group:

- Decide whether to revise and resubmit the change request.

4.19 Revise Proposed Change Based on Rejection

Specialty Group:

- Revise rejected proposed change and resubmit.

4.20 Change Approved?

Regional Management:

- Notify Project Engineer/Project Manager of approval/rejection decision

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.

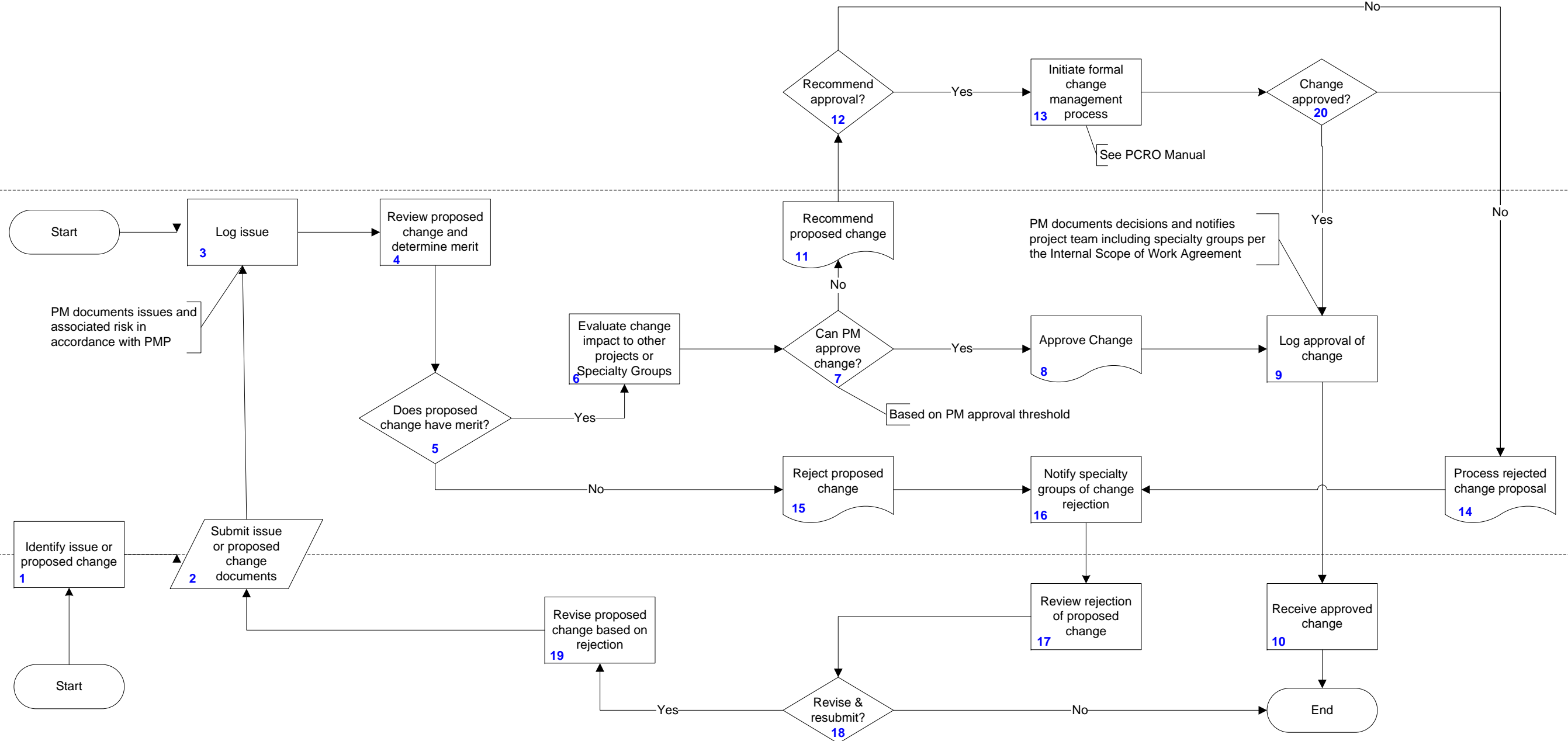
7. References

- 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, process, procedures and guidance documents are available here: <http://wwwi.wsdot.wa.gov/Projects/PMRS>
- 7.4 Internal Scope of Work Agreement Change Management Process Map
- 7.5 Internal Scope of Work Agreement Development Process and Map
- 7.6 Project Control and Reporting Manual M 3026.02. (This manual is under revision and will be renamed the Capital Program Development and Management (CPDM) Manual.

Regional Management
Project Engineer/Project Manager (PE/PM)
Specialty Groups

This process is to adjust a internal scope of work agreement with a specialty group. The agreement terms take precedence.

Process map serves as an overview of the process. Refer to the applicable detailed process document for more information.



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