

CHANGE MANAGEMENT PLAN

Any team member or stakeholder may submit a change request for the School of Dentistry project. Creighton University Facilities Management (CUFM) will chair the Change Control Process. Any significant changes to project scope, cost, or schedule [Change Order Requests] must meet their approval.

Field Work Orders (**FWO**) are directives from an engineer or construction manager that either clarify or request minor changes to the contract documents. FWOs are typically, minor revisions that usually do not have a significant impact on the contract budget or schedule. The logging of the directives will be managed by Project Advocates through to completion.

All Change Order Requests and Field Work Orders will be logged in the Change Control Register by Project Advocates and tracked through to completion, regardless of approval status. The Change Control Register will be maintained and available on the SharePoint site.

The following steps comprise Creighton University's Change Control Process for the School of Dentistry project. This process is specifically for issues that are outside of the standard construction management controls system and will be utilized on the project:

STEPS:

1. Identify the need and formally request modification (Any Stakeholder Outside of Construction Team).
 - a. Requestor will complete a Change Order Request form found on the [CUFM Webpage](#).
 - b. Requestor will submit a completed Change Order Request to Bonnie De Smet-Bacon, Project Advocates at bonnie@project-advocates.com.
2. Project Advocates will maintain the Change Request Log of all change requests and decisions that are outside of the standard construction management controls system for the duration of the project. This log will be available on the SharePoint site.
3. Project Advocates will conduct an evaluation of the requested change.
 - a. Project Advocates may meet with one or more of the following groups CUFM, Project Executive Team, Project Leadership, Project Specialist Team, or the individual requestor in order to develop the Summary of Impact for decisions over \$25k.
 - b. Summary of Impact – An executive summary outlining the change details and business case which includes the quantifiable cost savings and/or expenditures of change request, for the CUFM decision.
 - c. Summary of Impact takes into consideration one or more of the following components:
 - i. Legal, regulatory or other unquantifiable reason for change
 - ii. Estimated cost of the change
 - iii. Impact on timescales
 - iv. Extra resources needed
 - v. Impact on other projects and business activities
 - vi. New risks and issues

4. Project Advocates: submit the Summary of Impact to Creighton University, Facilities Management (CUFM) for review within ten (10) business days of receipt of Change Request.
5. Creighton University Facilities Management: decision
 - a. Members of the Project Executive Team (PET) will discuss the proposed change and decide whether or not it will be approved, based on all submitted information during monthly, Cost and Performance Index meetings hosted by Project Advocates, starting October 12, 2016.
 - b. In the event that a decision is required quickly, the PET may call an emergency meeting outside of the regularly scheduled monthly meetings.
6. Implement change: Project Advocates
 - a. If a change is approved by CUFM, Project Advocates will update and re-baseline project documentation as necessary, as well as ensure all changes are communicated to the Project Executive Team, Project Leadership and to the Project Specialist Team.